AREA MANAGEMENT EVALUATION OCCUPATIONAL SAFETY

CHP 453M (Rev. 5-06) OPI 009

AREA	DIVISION	NUMBER	
West Valley / 580	Southern		74
EVALUATED BY		DATE	
Sergeant D. Moulton	, #15323	04/24/2009	

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION Formal Evaluation Informal Evaluation	SUSPENSE DATE		
FOLLOW-UP REQUIRED Correction Report Yes No BY	COMMANDER'S REVIEW Auffley 15	Sool 05,	120/09
1. GOALS AND ACCOMPLISHMENTS	/	CTION REQUIRED CORREC	TED
 a. Is the command familiar with the Occupational Safety Progra Safety Manual, Chapter 13? 	am as outlined in HPM 10.6, Oc	cupational	s 🗆 No
(1) Are goals developed in accordance with departmental p	olicy?	✓ Ye	s 🗌 No
(2) Are environmental factors, exposure factors, and past e	xperience/trends considered wh	nen setting goals?	s 🗌 No
(3) Are illness and non-serious/non-traumatic injuries exclude	ded from occupational safety go	pals? ☑ Ye	s 🗌 No
(4) Are goals appropriately categorized?		✓ Ye	s 🗌 No
(5) Are goals realistic?		 ✓ Ye	s 🗌 No
(6) Are goals consistent with departmental objectives?		✓ Ye	s 🗌 No
(7) Is input from all levels considered before goals are estab	olished?	✓ Ye	s 🗌 No
b. Are goals being accomplished?		 ✓ Ye	s 🔲 No
(1) Accurate reporting on CHP 113, Accident and Injury Rep	port?	 ✓ Ye	s 🗌 No
(2) Are accidents increasing?		☐ Ye	s 📝 No
(3) Are injuries increasing?		☐ Yes	s 🗹 No
(4) Why are they increasing/decreasing?			
(5) Is CHP 113, Accident and Injury Report, posted or readil	y accessible?	✓ Ye	s 🗌 No
(6) Are employees knowledgeable about goals and achieve	ments?	✓ Yes	s 🗌 No
(7) Are employees providing suggestions toward goal attain	ment?	✓ Yes	s 🗌 No 🐁
2. PARTICIPATION	Yes AC	TION REQUIRED CORREC	TED
a. Commander actively involved in program?		☑ Ye	s 🔲 No
(1) Commander active in injury/illness case management?		✓ Yes	s 🗌 No
(2) What is the commander's attitude regarding occupational	I safety?		

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	(*15.1.5.10)				
(3)	Occupational safety issues discussed at staff meetings and t	raining days?		✓ Yes	□No
(4)	Are safety issues in the meeting minutes?			✓ Yes	□No
(5)	Commander comments regarding safety issues in performan	ce evaluations?		✓ Yes	□No
(6)	Does the commander ensure use of appropriate safety equip	oment?		✓ Yes	□No
b. Are	managers/supervisors actively involved in the program?			✓ Yes	□No
(1)	Are managers/supervisors involved in case management?			✓ Yes	□No
(2)	Do they have the appropriate attitude?			✓ Yes	□ No •
(3)	Are managers monitoring supervisors' progress and efforts to	o attain goals?		✓ Yes	□ No
(4)	Are supervisors monitoring employees' efforts?			✓ Yes	□No
(5)	Do managers comment on safety issues in performance eval	luations?		✓ Yes	□No
(6)	Do supervisors comment on safety issues in performance ev	aluations?		✓ Yes	□No
(7)	Do managers/supervisors ensure the use of proper safety eq	uipment?		✓ Yes	□No
c. Are	employees actively involved in the Occupational Safety Progr	am?	9	✓ Yes	□No
(1)	Are employees involved in their case management?			✓ Yes	□No
(2)	Are employees knowledgeable about safety goals?			✓ Yes	□No
(3)	Are they aware of the command's achievements?			✓ Yes	□No
(4)	Are employees practicing safety while performing their duties	?		✓ Yes	□No
(5)	Are employees reporting unsafe conditions and/or work pract	tices?		✓ Yes	□No
(6)	Do employees work cooperatively to minimize hazards?			✓ Yes	□No
(7)	Do employees offer suggestions to improve occupational safe	ety?		✓ Yes	□No
(8)	Is employee equipment properly used and maintained?				□ No
, ACCID	ENT AND INJURY TRENDS	EVALUATED Yes	ACTION REQUIRED	CORRECTED)
a. Cor	nmander's method of identifying trends?				
					(2)
(1)	Are accidents and injuries being monitored to identify trends?	,		✓ Yes	□No
(2)	Is the Occupational Safety Committee reviewing CHP 113, A Log of Occupational Injuries and Illnesses, entries, prior meet		rt, OSHA 300,	✓ Yes	□No
(3)	Are personnel in the command aware of current and potentia	I trends?		✓ Yes	□No
b. Wha	t corrective action has the command taken when a trend has	been identified?			
D. VVIII	t corrective action has the command taken when a trong has	been identified i			

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	(1) Are commanders, managers, and supervisors actively implementing corrective actions?			√ Yes	□No
4. C	COMMAND OCCUPATIONAL SAFETY COMMITTEE (COSC)	Yes Yes	ACTION REQUIRED No	CORRECTED	023
а	. What is the composition of the COSC?			. 	
	Chairperson: J. D. Goodwin, Captain. Occupational Safety Offi	cer A. James, Lieutenant.	Command Safety Coord	dinator: D.	Moulton,
	Sergeant. Clerical Representative: K. Bursk, Officer Tech. Aut	o Tech. Rep: Frank Troun	g, Auto Technician.		
	(1) Is there representation from each collective bargaining unit	?		✓ Yes	□No
	(2) Management and supervisory representation?			☑ Yes	□No
	(3) Command Safety Coordinator assigned?			✓ Yes	□ No 🌬
	(4) Command Safety Coordinator active and effective?		- 117	✓ Yes	□No
	(5) Are committee assignments rotated?			✓ Yes	□No
	(6) COSC meetings held quarterly?			✓ Yes	□ No
	(7) Are meetings held more frequently when goals are not being	g attained?		✓ Yes	□No
	(8) Do all committee members attend the meetings?			✓ Yes	□No
b.	. Are roles and responsibilities defined in accordance with IIPP?			✓ Yes	□No
	(1) Do committee members understand their roles and respons	sibilities?		✓ Yes	□No
	(2) Is an agenda prepared prior to the meeting?			✓ Yes	□No
	(3) Are departmental and Division Occupational Safety meeting	gs minutes readily availab	ole?	✓ Yes	□ No
	(4) Are these minutes utilized for Area meetings?			✓ Yes	□No
	(5) Are assignments given during Area meetings?			✓ Yes	□No
c.	Minutes prepared for the COSC meeting?			✓ Yes	□No
	(1) Recording secretary appointed?			✓ Yes	□No
	(2) Minutes posted on command's Occupational Safety Board?			✓ Yes	□No
	(3) Are minutes included in IIPP file?			✓ Yes	□No
	(4) Minutes maintained current year, plus three?			✓ Yes	□No
	(5) Minutes forwarded through channels?			✓ Yes	□No
d.	Is the COSC effective?			✓ Yes	□No
	(1) Are COSC recommendations clear, concise and pertinent to	the command?		✓ Yes	□No
	(2) COSC proactive to eliminate potential causes of accidents	and injuries?		✓ Yes	□No
	(3) COSC disseminate current information and training regarding	ng health and safety issue	es?	✓ Yes	□ No
е,	Do all personnel receive current information regarding health an	d safety?		✓ Yes	□ No
f.	Are outside agency safety programs utilized as a resource?			☐ Yes	☑ No
g.	Does the command maintain an effective health and safety com	munications system?		✓ Yes	□No

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==	(1) Potential hazards reported on CHP 113B, Hazard Rep	ort/Inspection?		✓ Yes	□No
-	(2) Are findings of the 113B, Hazard Report/Inspection, re	port disseminated accord	ing to policy?	✓ Yes	☐ No
	(3) Do all members of the command participate in distribut	✓ Yes	□ No		
	(4) COSC minutes posted in a timely manner?			✓ Yes	□No
	(5) Required posters prominently displayed?			✓ Yes	□No
**	(6) COSC maintain the Command Occupational Safety Bu	ılletin Board?		✓ Yes	□No
-	(7) Are responsibilities for the Occupational Safety Bulletin	n Board contents assigned	d to specific members?	✓ Yes	□No
5.	DOCUMENTATION	Yes Yes	ACTION REQUIRED No	CORRECTED)
	 a. STD 261s, Authorization to Use Privately Owned Vehicles of filed in the employee's field folder? 	on State Business, compl	eted annually and	✓ Yes	□ No 🍝
	 DMV INF 254, Government Agency Request for Driver Lice to request driver's license record check and filed in the emp 		Information, utilized	✓ Yes	□No
	c. OSHA 300, Log of Occupational Injury and Illnesses, utilize	ed?		✓ Yes	□No
-	(1) Are required injuries and illnesses logged?			Yes	□No
	(2) Entries made within six working days of notification of a	an employee injury or illne	ess?		□ No
	(3) Is lost-time and limited-duty documentation accurate?			✓ Yes	□ No 🍛
	(4) Retention according to policy?			Yes	□ No
	(5) Readily accessible for review by Cal-OSHA?			✓ Yes	□No
	(6) Previous calendar year log posted during February?			✓ Yes	□No
	d. Are CHP 113s, Accident and Injury Report, compiled accura	ately?		✓ Yes	□No
	(1) Commander review and sign?			✓ Yes	□No
	(2) CHP 113s and attachments processed in a timely man.	ner?		✓ Yes	□No
	e. Does the command utilize the CHP 113A, Safety Inspection	n Checklist?		✓ Yes	□No
	(1) Are semiannual safety inspections conducted?			✓ Yes	□No
	(2) Are safety hazards identified?			✓ Yes	□No
	(3) Is corrective action taken within 30 days?			✓ Yes	□No
	(4) CHP 113A, Safety Inspection Checklist, maintained wit	th IIPP and retained acco	rding to policy?	✓ Yes	□ No 、
	f. Are unsafe conditions identified and documented on CHP 1	13B, Hazard Report/Inspe	ection?	✓ Yes	□ No
	(1) Measures taken to correct situation within 30 days?			✓ Yes	□ No
	(2) Copy of CHP 113B, Hazard Report/Inspection, filed or	attached to IIPP?		✓ Yes	□No
	g. Are the CHP 121 series thoroughly and accurately complete	ed?		✓ Yes	□No
	(1) Supervisory comments in-depth, clear, and concise?			✓ Yes	□No
-	(2) Commander signature on appropriate forms?			✓ Yes	□No
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			<u> </u>				
=		(3)	Routed within time frames?			✓ Yes	□No
***	h.	ls	CHP 208, Accident Prevention Report, thoroughly and accura	tely completed?		✓ Yes	□No
		(1)	Supervisor comments in-depth, clear, and concise?	✓ Yes	□No		
-		(2) Commander review?					□No
-		(3)	Commander signs appropriate form?			✓ Yes	□No
		(4)	Properly routed within time limits?			✓ Yes	□No
	i.	Аге	injuries and accidents documented on CHP 442, Individual A	ccident, Injury and Sa	fety Recognition Record?	✓ Yes	□No
		(1)	Are CHP 442s, Individual Accident, Injury and Safety Recog	nition Record, current	?	✓ Yes	□No
		(2)	Safety recognition emblem summary current?			✓ Yes	□No
	j.	Are	CHP 712As, Injury and Illness Prevention Program Orientation	on and Review, kept c	urrent?	✓ Yes	□No
		(1)	Is specific safety training documented on CHP 712, Employe	ee Emergency Action	Plan Review?	✓ Yes	□No
_		(2)	Copies maintained with IIPP file?			✓ Yes	□ No
6.	, IN	JUR	Y AND ILLNESS PREVENTION PROGRAM	Yes Yes	No REQUIRED	CORRECTED	
	a.	Co	mmand specific IIPP on file?			✓ Yes	□No
		(1)	Is the program effective?			✓ Yes	□No
		(2)	Contains all required documents?			✓ Yes	□No
		(3)	Discussed with all employees?			✓ Yes	□No
		(4)	All employees understand their roles and responsibilities?			✓ Yes	□No
		(5)	Each employee completed CHP 712A, Injury and Illness Pre	evention Program Orie	ntation and Review?	✓ Yes	□No
		(6)	New employees review and complete CHP 712A, Injury and and Review?	Illness Prevention Pr	ogram Orientation	✓ Yes	□No
		(7)	Are unsafe hazards or conditions identified, investigated, con	rrected, and documen	ted?	✓ Yes	□ No
		(8)	Is required documentation maintained according to policy?			✓ Yes	□No
7.	CC	MM	UNICATION WITH DOSH	Yes Yes	No REQUIRED	CORRECTED)
	a.	Em	ployees aware of procedures regarding DOSH inspections?			✓ Yes	□No
	b.	Con	mmand's documents readily available for review by DOSH Co		-	☑ Yes	□No
8.	НА	ZAR	RDOUS SUBSTANCE PROGRAM	Yes	No REQUIRED	CORRECTED) *
	a.	Doe	es command have a written Hazardous Substance Program fo	or substances used w	thin that command?	✓ Yes	□No
		(1) Are hazardous substances identified and properly labeled?					□No
		(2)	Warning signs posted?			✓ Yes	□No
		(3)	Material Safety Data Sheets readily available?			✓ Yes	□No
-		(4)	Employees receive training?			✓ Yes	□ No 。

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(!	5) Training documented?			✓ Yes	□No
(6	(6) Employees informed of their right to applicable medical and exposure information?			✓ Yes	□No
9. HAZ	P. HAZARDOUS EXPOSURE CONTROL PROGRAMS EVALUATED ACTION REQUIRED Yes No		CORRECTED		
a. A	a. Activities identified within command that may require exposure to hazardous conditions?				□No
('	Appropriate engineering and/or administrative control	s implemented?		✓ Yes	□No
(2	2) Protective equipment provided in accordance with ba	rgaining unit agreements	?	✓ Yes	□ No 、
(3	(3) Employees trained on use and maintenance of equipment?			✓ Yes	□No
(4	4) Training documented?			✓ Yes	□ No

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CHP 453M (Rev. 5-06) OPI 009

AREA	DIVISION	110MEF1
Sewhal! 540	Southern	
E VALUATED BY		DATE
Sgt R, Lund. ≠13224		01/20/2009

TRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this torm is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION Formal Evaluation Informal Evaluation	SUSPENSE DATE	
FOLLOW-UP REQUIRED Yes No BY	COMMANDER'S REVIEW	1-21-09
1. GOALS AND ACCOMPLISHMENTS	Yes ACTION REQUIRED	CORRECTED
a. Is the command familiar with the Occupational Safety Program Safety Manual, Chapter 13?	n as outlined in HPM 10.6, Occupational	☑Yes □No
(1) Are goals developed in accordance with departmental pol	licy?	✓ Yes ☐ No
(2) Are environmental factors, exposure factors, and past exp	perience/trends considered when setting goals?	
(3) Are illness and non-serious/non-traumatic injuries exclude	ed from occupational safety goals?	☑Yes ☐ No
(4) Are goals appropriately categorized?		☑Yes ☐ No
(5) Are goals realistic?		☑Yes □ No
(6) Are goals consistent with departmental objectives?		✓ Yes 🗌 No
(7) Is input from all levels considered before goals are establi	ished?	☑ Yes ☐ No
b. Are goals being accomplished?		☐ Yes ☑ No
(1) Accurate reporting on CHP 113, Accident and Injury Repo	ort?	☑ Yes □ No
(2) Are accidents increasing?		✓ Yes 🗌 No
(3) Are injuries increasing?		☐ Yes ☑ No
(4) Why are they increasing/decreasing?		
See attachment,		
(5) Is CHP 113, Accident and Injury Report, posted or readily	accessible?	☑ Yes □ No
(6) Are employees knowledgeable about goals and achieven	nents?	✓ Yes □ No
(7) Are employees providing suggestions toward goal attainm	nent?	☑ Yes □ No
2. PARTICIPATION	Yes No	CORRECTED
a. Commander actively involved in program?	1	☑ Yes □ No
(1) Commander active in injury/illness case management?		☑Yes □ No
(2) What is the commander's attitude regarding occupational	safety?	
Sec attachment		

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-	(3)	Occupational safety issues discussed at staff meetings and	training days?			✓ Yes	□No
	(4)	Are safety issues in the meeting minutes?				✓ Yes	□No
	(5)	Commander comments regarding safety issues in performa	nce evaluations?			Yes	☑ No
	(6) Does the commander ensure use of appropriate safety equipment?						□No
	b Ar	e managers/supervisors actively involved in the program?	✓ Yes	□No			
	(1)	Are managers/supervisors involved in case management?	✓ Yes	□No			
	(2)	Do they have the appropriate attitude?				✓ Yes	□No
_	(3)	Are managers monitoring supervisors' progress and efforts	to attain goals?			✓ Yes	□No
	(4)	Are supervisors monitoring employees' efforts?				✓ Yes	□No
-	(5)	Do managers comment on safety issues in performance eva	aluations?			☐ Yes	☑ No
	(6)	Do supervisors comment on safety issues in performance e	valuations?			✓ Yes	□No
	(7)	Do managers/supervisors ensure the use of proper safety e	quipment?			☑ Yes	□No
	о. Are	e employees actively involved in the Occupational Safety Prog	gram?			✓ Yes	□No
	(1)	Are employees involved in their case management?					□No
	(2)	Are employees knowledgeable about safety goals?				✓ Yes	□No
	(3) Are they aware of the command's achievements?						□No
	(4)	(4) Are employees practicing safety while performing their duties?					□No
	(5)	Are employees reporting unsafe conditions and/or work practical	re employees reporting unsafe conditions and/or work practices?				
	(6)	Do employees work cooperatively to minimize hazards?	o employees work cooperatively to minimize hazards?				□ No
	(7)	Do employees offer suggestions to improve occupational sa	afety?			∀es	□No
	(8)	Is employee equipment properly used and maintained?				✓ Yes	□No
3. /	ACCIE	DENT AND INJURY TRENDS	Yes		ACTION REQUIRED	CORRECTED Yes	
a	a. Co	mmander's method of identifying trends?					
	Se	e attachment.					
	(1)	Are accidents and injuries being monitored to identify trends	5?			Yes	□No
	(2) Is the Occupational Safety Committee reviewing CHP 113, Accident and Injury Report, OSHA 300, Log of Occupational Injuries and Illnesses, entries, prior meeting minutes?						□No
	(3)	Are personnel in the command aware of current and potenti	ial trends?				□No
b	o. Wh	nat corrective action has the command taken when a trend ha	s been identified?				
Ī	Se	e attachment					

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-	-	(1) Are commanders, managers, and supervisors actively imp	lementing correct	ive actions?		□No
4.	Ç	OMMAND OCCUPATIONAL SAFETY COMMITTEE (COSC)	Yes	ADTION REQUIRES	CORRECTED	
	а	What is the composition of the COSC?				
-		See attachment,				
		(1) Is there representation from each collective bargaining uni	1?		✓ Yes	□No
		(2) Management and supervisory representation?				□No
		(3) Command Safety Coordinator assigned?			✓ Yes	□No
		(4) Command Safety Coordinator active and effective?			✓ Yes	□No
		(5) Are committee assignments rotated?			✓ Yes	□No
-		(6) COSC meetings held quarterly?			✓ Yes	□No
		(7) Are meetings held more frequently when goals are not being	ng attained?		Yes	☑ No
		(8) Do all committee members attend the meetings?				□ No
	b.	Are roles and responsibilities defined in accordance with IIPP?			✓ Yes	□No
		(1) Do committee members understand their roles and respon	sibilities?		✓ Yes	□No
		(2) Is an agenda prepared prior to the meeting?			✓ Yes	□No
e 8		(3) Are departmental and Division Occupational Safety meeting	gs minutes readily	/ available?	✓ Yes	□No
		(4) Are these minutes utilized for Area meetings?				□No
		(5) Are assignments given during Area meetings?			✓ Yes	□No
	C.	Minutes prepared for the COSC meeting?			Yes	□ No
		(1) Recording secretary appointed?				□No
		(2) Minutes posted on command's Occupational Safety Board's	?		✓ Yes	□No
		(3) Are minutes included in IIPP file?				□No
	-	(4) Minutes maintained current year, plus three?			✓ Yes	□No
		(5) Minutes forwarded through channels?			✓ Yes	□ No
	d.	Is the COSC effective?			✓ Yes	□No
		(1) Are COSC recommendations clear, concise and pertinent	to the command?			□No
		(2) COSC proactive to eliminate potential causes of accidents	and injuries?		✓ Yes	□No
		(3) COSC disseminate current information and training regard	ing health and saf	ety issues?	✓ Yes	□No
	e	Do all personnel receive current information regarding health a	nd safety?			□No
	f.	Are outside agency safety programs utilized as a resource?			☐Yes	☑ No
	g.	Does the command maintain an effective health and safety con	nmunications syst	em?	√ Yes	□No
	_	2				

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	. (1) Potential hazards reported on CHP 113B, Hazard Report/l	nspection?		√ Yes	□No
-	(2) Are findings of the 113B, Hazard Report/Inspection, report disseminated according to policy?(3) Do all members of the command participate in distribution of safety and health information?					□No
	(3		□No			
	(4	∀es	□No			
	(5	5) Required posters prominently displayed?			☑ Yes	□No
-	(6	c) COSC maintain the Command Occupational Safety Bulletin	n Board?		✓ Yes	□No
	(7	7) Are responsibilities for the Occupational Safety Bulletin Bo	ard contents assign	ed to specific members?	✓ Yes	□No
5.	DOC	UMENTATION	Y es	ACTION REQUIRED No	CORRECTEL	<i>t</i>
		TD 261s, Authorization to Use Privately Owned Vehicles on S led in the employee's field folder?	tate Business, com	pleted annually and	✓ Yes	□No
	b. D	MV INF 254, Government Agency Request for Driver License o request driver's license record check and filed in the employe	/Identification Reco ee's field folder?	rd Information, utilized	☐ Yes	☑ No
	c. O	SHA 300, Log of Occupational Injury and Illnesses, utilized?			✓ Yes	□No
_	(1) Are required injuries and illnesses logged?			✓ Yes	□No
	(2	Entries made within six working days of notification of an e	mployee injury or ill	ness?	✓ Yes	□No
	(3) Is lost-time and limited-duty documentation accurate?			✓ Yes	□No
-) :	(4) Retention according to policy?			✓ Yes	□No
	(5) Readily accessible for review by Cal-OSHA?				□No
_	(6) Previous calendar year log posted during February?			✓ Yes	□No
	d. A	re CHP 113s, Accident and Injury Report, compiled accurately	1?			□No
	(1) Commander review and sign?			☑ Yes	□No
	(2) CHP 113s and attachments processed in a timely manner?)		✓ Yes	□No
	e. D	oes the command utilize the CHP 113A, Safety Inspection Ch	ecklist?		✓ Yes	□No
	(1) Are semiannual safety inspections conducted?	100 A		Yes	□No
	(2) Are safety hazards identified?	***************************************		✓ Yes	□No
-	(3) Is corrective action taken within 30 days?			✓ Yes	□No
_	(4) CHP 113A, Safety Inspection Checklist, maintained with IIF	PP and retained acc	cording to policy?	✓ Yes	□No
	f. Ar	e unsafe conditions identified and documented on CHP 113B,	Hazard Report/Ins	pection?	√ Yes	□No
	(1) Measures taken to correct situation within 30 days?				□ No
	(2) Copy of CHP 113B, Hazard Report/Inspection, filed or attac	ched to IIPP?		✓ Yes	□No
	g, Aı	re the CHP 121 series thoroughly and accurately completed?			✓ Yes	□No
	(1) Supervisory comments in-depth, clear, and concise?			✓ Yes	□No
	(2) Commander signature on appropriate forms?			☑ Yes	□No

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	(3) Routed within time frames?					✓ Yes	□ No
	n Is C	CHP 208, Accident Prevention Report, thoroug	ghly and accura	tely completed?			□No
	(1)	Supervisor comments in-depth, clear, and co	oncise?			✓ Yes	□No
	(2)	Commander review?				✓ Yes	□No
	(3)	Commander signs appropriate form?				✓ Yes	□No
	(4) Properly routed within time limits?						□No
į	Are	injuries and accidents documented on CHP 4	42, Individual A	.ccident, Injury ar	nd Safety Recognition Record?	✓ Yes	□No
	(1)	Are CHP 442s, Individual Accident, Injury an	d Safety Recog	nition Record, cu	urrent?	✓ Yes	□No
	(2)	Safety recognition emblem summary current	?			☐Yes	□No
j	Are	CHP 712As, Injury and Illness Prevention Pro	gram Orientatio	on and Review, k	ept current?	✓ Yes	□No
	(1) Is specific safety training documented on CHP 712, Employee Emergency Action Plan Review?					✓ Yes	□No
	(2) Copies maintained with IIPP file?					✓ Yes	□No
6. I	NJUR'	Y AND ILLNESS:PREVENTION PROGRAM		EVALUATED Y es	ACTION REQUIRED	CORRECTE	7
		mmand specific IIPP on file?		1 60	1: 30	✓ Yes	□No
	(1) Is the program effective?					✓ Yes	□No
-/-	(2) Contains all required documents?					Yes	□No
	(3)	Discussed with all employees?				✓ Yes	□No
	_	All employees understand their roles and res	ponsibilities?			✓ Yes	□No
	(5)	Each employee completed CHP 712A, Injury		evention Program	Orientation and Review?	✓ Yes	□No
	(6)	New employees review and complete CHP 7 and Review?				√ Yes	□No
_	(7)	Are unsafe hazards or conditions identified, i	nvestigated, co	rrected, and doc	umented?	✓ Yes	□No
	(8)	Is required documentation maintained accord	ding to policy?			√ Yeş	□No
7, (ОММ	UNICATION WITH DOSH		Y es	ACTION REQUIRED	CORRECTE	3
a	. Em	ployees aware of procedures regarding DOSI	Hinspections?			✓ Yes	□No
b	. Con	nmand's documents readily available for revie	w by DOSH Co	ompliance Office		✓ Yes	□No
3. H	IAZAR	RDOUS SUBSTANCE PROGRAM		Yes Yes	ACTION RECOIRES	CORRECTE	×
 a	a Does command have a written Hazardous Substance Program for substances used within that command?						□No
	(1)	Are hazardous substances identified and pro	perly labeled?			√ Yes	□No
	(2)	Warning signs posted?				✓ Yes	□No
	(3)	Material Safety Data Sheets readily available	?			√ Yes	□No
	(4)	Employees receive training?				✓ Yes	□No

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
AREA MANAGEMENT EVALUATION
OCCUPATIONAL SAFETY

CHP	453M	(Rev	5-08)	OPI	009

	(5) Training documented?			✓ Yes	□No
-	(6) Employees informed of their right to applicable med	ical and exposure informa	tion?	✓ Yes	□No
9.	HAZARDOUS EXPOSURE CONTROL PROGRAMS	Yes	ACTION REQUIRED	CORRECTES	
	Activities identified within command that may require exposure to hazardous conditions?		✓ Yes	□No	
	(1) Appropriate engineering and/or administrative control	ols implemented?		✓ Yes	□No
	(2) Protective equipment provided in accordance with b	argaining unit agreements	?		□No
	(3) Employees trained on use and maintenance of equip	pment?		√ Yes	□No
	(4) Training documented?				□No

COMMAND INSPECTION PROGRAM EXCEPTIONS DOCUMENT

Command:	Division:	Chapter:
LACC	Southern	Occupational Safety
Inspected by: PSDS I E. Ca	asiano, #A10705	Date: 12/11/2008

INSTRUCTIONS: This document shall be typed. Check appropriate boxes as necessary, or fill in the blanks as indicated. Enter the chapter number of the inspection in the Chapter Inspection number. Under "Forward to:" enter the next level of command where the document shall be routed to and its due date. This document shall be utilized to document innovative practices, suggestions for statewide improvement, identified deficiencies, corrective action plans, and may be used to appeal findings. A CHP 51 Memorandum may be used if additional space is required.

additional space is required.					
TYPE OF INSPECTION		☐ Corrective Action Plan Included			
☐ Division Level ☐ Command Level		☐ Appeal Included			
☐ Executive Office Level					
Follow-up Required: Forward to:		Commander's Signature:	Date:		
☐ Yes	Due Date:	In Smelke	3/2/09		
Chapter Inspection:	CONTRACTOR OF THE STATE OF THE	8. (1) (1) (1) (1) (1) (1) (1) (1) (1) (1)			
Inspector's Comments Regar	rding Innovative Practice	es:			
None					
740710					
Command Suggestions for S	tatewide Improvement:				
None					
Inspector's Findings:					

The CHP 442s are currently being updated and will be completed by January 31, 2009, to reflect accurate individual safety recognition emblems.

COMMAND INSPECTION PROGRAMEXCEPTIONS DOCUMENT

Fage 2

Command:	Division:	Chapter:
LACC	Southern	Occupational Safety
Inspected by: PSDS I E. Casiano	o, #A10705	Date: 12/11/2008

Commander's	Respor	ise:
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A follow up inspection indicates the CHP 442s have been updated and are accurate.

Inspector's Comments:

Employees are aware of and understand their responsibility in maintaining a safe working environment. The Area continues to provide adequate and appropriate on-going training.

Juired Action

Corrective Action Plan/Timeline

None

COMMAND INSPECTION PROGRAMEXCEPTIONS DOCUMENT

ı	Page	3
Į	r ayç	•

Command:	Division:	Chapter:
LACC	Southern	Occupational Safety
Inspected by: PSDS I E. Casiano	o, #A10705	Date: 12/11/2008

Appeal Process: (Appeals shall be filled within five (5) business days of the	e completed chapter inspection).
Commander's Basis for Appeal:	
N/A	
Appeal Review/Decision: (This shall be the only level of appeal).	
Lead Inspector's Signature:	Date:
/V // - / / ^	
Responding Commander's Signature (for appeal):	Date:

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

AREA MANAGEMENT EVALUATION OCCUPATIONAL SAFETY

HP 453M (Rev. 5-06) OPI 009

CHP 453M (Rev 5-06) Page 1 of 6

AREA	DIVISION	NUMBER
East Los Angeles	Southern	535
EVALUATED BY		DATE
Sgt, R. Johnson		12/15/2008

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION	Informal Evaluation	SUSPENSE DATE			
FOLLOW-UP REQUIRED	☐ Correction Report	COMMANDE	. (H)		4/04
I. GOALS AND ACCOMPLIS	SHMENTS	EVALINATED	ACTION REQUIRED	COPRECIE	
a. Is the command familia Safety Manual, Chapte	r with the Occupational Safety Progra r 13?	am as outlined in HPM 10	0.6, Occupational	√ Yes	□No
(1) Are goals develope	ed in accordance with departmental p	policy?		√ Yes	□No
(2) Are environmental	factors, exposure factors, and past e	xperience/trends conside	ered when setting goals?	Yes	□No
(3) Are illness and nor	n-serious/non-traumatic injuries exclu	ded from occupational sa	afety goals?	✓ Yes	□No
(4) Are goals appropri	ately categorized?			✓ Yes	□No
(5) Are goals realistic?	,			√ Yes	□No
(6) Are goals consister	nt with departmental objectives?			✓ Yes	□ No
(7) Is input from all lev	els considered before goals are estal	blished?		✓ Yes	☐ No
b. Are goals being accomp	plished?			☐ Yes	✓ No
(1) Accurate reporting	on CHP 113, Accident and Injury Re	port?		✓ Yes	□No
(2) Are accidents incre	easing?			✓ Yes	□No
(3) Are injuries increas	sing?			☐ Yes	✓ No
(4) Why are they incre	asing/decreasing? There is no disce	rnible pattern or trend to	the accidents the East Lo	s Angeles A	rea has
experienced over t	he past year.				
(5) Is CHP 113, Accide	ent and Injury Report, posted or readi	ly accessible?		✓ Yes	[] No
(6) Are employees kno	wledgeable about goals and achieve	ments?		✓ Yes	□ No
(7) Are employees pro-	viding suggestions toward goal attain	ment?		✓ Yes	□No
. PARTICIPATION	ATTOMATO	EVALUATED	ACTION REQUIRED	OCARECTE!	
a. Commander actively inv	volved in program?			✓ Yes	□No
(1) Commander active	in injury/illness case management?			✓ Yes	□No
(2) What is the comma	nder's attitude regarding occupationa	al safety? The East Los	Angeles Area Commande	r is motivate	d and
proactive in his sup	pport of the COSC and in providing t	the employees of the Eas	t Los Angeles Area with	the training a	and resource
	, , ,				

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AREA MANAGEMENT EVALUATION OCCUPATIONAL SAFETY

	(3)	Occupational safety issues discussed at staff meetings and training days?	✓ Yes	□No
	(4)	Are safety issues in the meeting minutes?	✓ Yes	□No
	(5)	Commander comments regarding safety issues in performance evaluations?	✓ Yes	□No
	(6)	Does the commander ensure use of appropriate safety equipment?	✓ Yes	□No
b.	Are	managers/supervisors actively involved in the program?	✓ Yes	□No
	(1)	Are managers/supervisors involved in case management?	✓ Yes	□No
	(2)	Do they have the appropriate attitude?		□ No
	(3)	Are managers monitoring supervisors' progress and efforts to attain goals?	✓ Yes	□No
	(4)	Are supervisors monitoring employees' efforts?	✓ Yes	□No
	(5)	Do managers comment on safety issues in performance evaluations?	Yes	□No
	(6)	Do supervisors comment on safety issues in performance evaluations?	Yes	□No
	(7)	Do managers/supervisors ensure the use of proper safety equipment?	✓ Yes	□No
c.	Are	employees actively involved in the Occupational Safety Program?	Yes	□No
	(1)	Are employees involved in their case management?	✓ Yes	□No
	(2)	Are employees knowledgeable about safety goals?	✓ Yes	□No
	(3)	Are they aware of the command's achievements?	✓ Yes	□No
	(4)	Are employees practicing safety while performing their duties?	Yes	□No
	(5)	Are employees reporting unsafe conditions and/or work practices?	✓ Yes	□No
	(6)	Do employees work cooperatively to minimize hazards?	✓ Yes	□ No
	(7)	Do employees offer suggestions to improve occupational safety?	✓ Yes	□ No
	(8)	Is employee equipment properly used and maintained?	Yes	□No
AC	CIDE	INT AND INJURY TRENDS	CORRECTED	3
Э.	Com	mander's method of identifying trends? Each accident and/or injury is reviewed not only to determine previous	entability,	but also to
	iden	tify possible trends, by the Commander, Lieutenants, and the Command Occupational Safety Coordinator,		
	(1)	Are accidents and injuries being monitored to identify trends?	✓ Yes	□No
(s the Occupational Safety Committee reviewing CHP 113, Accident and Injury Report, OSHA 300, og of Occupational Injuries and Illnesses, entries, prior meeting minutes?	✓ Yes	□No
	(3)	Are personnel in the command aware of current and potential trends?	✓ Yes	□No
(
·	Wha	t corrective action has the command taken when a trend has been identified? In 2007 a mend was identified	linvolving	collisions, a

AREA MANAGEMENT EVALUATION OCCUPATIONAL SAFETY

	(1) Are commanders, managers, and supervisors actively impl	ementing corrective a	ections?	✓ Yes	□ No
CO	MMAND OCCUPATIONAL SAFETY COMMITTEE (COSC)	EVALUATED	W-109 H20 JEED	CORRECTED	
a.	What is the composition of the COSC? Commander, Administration	rative Lieutenant, Occ	rupational Safety Sergea	nt, Area Repres	sentative.
	officer. I motor officer, I clerical employee. I ASM employee.	and I janitorial emplo	yee,		
	(1) Is there representation from each collective bargaining unit	?		✓ Yes	□No
((2) Management and supervisory representation?			✓ Yes	□No
((3) Command Safety Coordinator assigned?				□No
((4) Command Safety Coordinator active and effective?			✓ Yes	□No
((5) Are committee assignments rotated?			✓ Yes	□No
((6) COSC meetings held quarterly?			✓ Yes	□No
((7) Are meetings held more frequently when goals are not bein	g attained?		Yes	☑ No
((8) Do all committee members attend the meetings?				□No
). /	Are roles and responsibilities defined in accordance with IIPP?			✓ Yes	□No
((1) Do committee members understand their roles and respons	sibilities?		✓ Yes	□No
((2) Is an agenda prepared prior to the meeting?			✓ Yes	□No
((3) Are departmental and Division Occupational Safety meeting	gs minutes readily ava	ailable?	✓ Yes	□No
((4) Are these minutes utilized for Area meetings?			✓ Yes	□No
((5) Are assignments given during Area meetings?			✓ Yes	□No
. 1	Minutes prepared for the COSC meeting?			✓ Yes	□No
(Recording secretary appointed?			✓ Yes	□No
(:	2) Minutes posted on command's Occupational Safety Board?			✓ Yes	□No
(:	3) Are minutes included in IIPP file?				□No
(4	4) Minutes maintained current year, plus three?			Yes	☑ No
(5) Minutes forwarded through channels?			✓ Yes	□No
. :	s the COSC effective?			✓ Yes	□ No
(Are COSC recommendations clear, concise and pertinent to	the command?		✓ Yes	□No
(2	2) COSC proactive to eliminate potential causes of accidents a	and injuries?		√ Yes	□No
(3	COSC disseminate current information and training regarding	ng health and safety i	ssues?	✓ Yes	□ No
. [Oo all personnel receive current information regarding health an	d safety?		✓ Yes	□No
A	re outside agency safety programs utilized as a resource?			Yes	☑ No
C	Does the command maintain an effective health and safety com	munications system?		√ Yes	□No

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

AREA MANAGEMENT EVALUATION OCCUPATIONAL SAFETY

	(1) Potential hazards reported on CHP 113B, Hazard Report/Inspection?	√ Yes	□ No
	(2) Are findings of the 113B, Hazard Report/Inspection, report disseminated according to policy?	✓ Yes	□No
	(3) Do all members of the command participate in distribution of safety and health information?	✓ Yes	□No
	(4) COSC minutes posted in a timely manner?	✓ Yes	□No
	(5) Required posters prominently displayed?	✓ Yes	□No
	(6) COSC maintain the Command Occupational Safety Bulletin Board?	✓ Yes	□ No
	(7) Are responsibilities for the Occupational Safety Bulletin Board contents assigned to specific memb	ers? Yes	□No
5.	DOCUMENTATION EVALUATED ACTION REQUIRE	corrected corrected	
	a. STD 261s, Authorization to Use Privately Owned Vehicles on State Business, completed annually and filed in the employee's field folder?	√ Yes	□No
	b. DMV INF 254, Government Agency Request for Driver License/Identification Record Information, utilize to request driver's license record check and filed in the employee's field folder?		□No
	c. OSHA 300, Log of Occupational Injury and Illnesses, utilized?	✓ Yes	□ No
	(1) Are required injuries and illnesses logged?		□ No
	(2) Entries made within six working days of notification of an employee injury or illness?	✓ Yes	□No
	(3) Is lost-time and limited-duty documentation accurate?	✓ Yes	□No
	(4) Retention according to policy?	✓ Yes	□No
	(5) Readily accessible for review by Cal-OSHA?	✓ Yes	□No
	(6) Previous calendar year log posted during February?		□No
(d. Are CHP 113s, Accident and Injury Report, compiled accurately?	✓ Yes	□No
	(1) Commander review and sign?	✓ Yes	□ No
	(2) CHP 113s and attachments processed in a timely manner?		□No
6	e. Does the command utilize the CHP 113A, Safety Inspection Checklist?	✓ Yes	□No
	(1) Are semiannual safety inspections conducted?	✓ Yes	□No
	(2) Are safety hazards identified?	✓ Yes	□No
	(3) Is corrective action taken within 30 days?	✓ Yes	□ No
	(4) CHP 113A, Safety Inspection Checklist, maintained with IIPP and retained according to policy?	✓ Yes	□ No
f	f. Are unsafe conditions identified and documented on CHP 113B, Hazard Report/Inspection?	✓ Yes	□ No
	(1) Measures taken to correct situation within 30 days?	✓ Yes	□No
	(2) Copy of CHP 113B, Hazard Report/Inspection, filed or attached to IIPP?		□ No
g	g. Are the CHP 121 series thoroughly and accurately completed?	✓ Yes	□ No
	(1) Supervisory comments in-depth, clear, and concise?	✓ Yes	□No
	(2) Commander signature on appropriate forms?	✓ Yes	□No

AREA MANAGEMENT EVALUATION OCCUPATIONAL SAFETY

	(3)	Routed within time frames?			√ Yes	□No
h	ls ls	CHP 208, Accident Prevention Report, thoroughly and accura	itely completed?		✓ Yes	□No
	(1)	Supervisor comments in-depth, clear, and concise?			✓ Yes	□No
	(2)	Commander review?			✓ Yes	□No
	(3)	Commander signs appropriate form?			✓ Yes	□No
	(4)	Properly routed within time limits?			✓ Yes	□No
i.	Are	injuries and accidents documented on CHP 442, Individual A	accident, Injury and Safet	y Recognition Record?	✓ Yes	□No
	(1)	Are CHP 442s, Individual Accident, Injury and Safety Recog	gnition Record, current?		√ Yes	☐ No
	(2)	Safety recognition emblem summary current?			✓ Yes	□No
j.	Are	CHP 712As, Injury and Illness Prevention Program Orientation	on and Review, kept curr	ent?	✓ Yes	□No
	(1)	Is specific safety training documented on CHP 712, Employ	ee Emergency Action Pl	an Review?	✓ Yes	□No
	(2)	Copies maintained with IIPP file?			☐ Yes	☑ No
6. II	NJUR	RY AND ILLNESS PREVENTION PROGRAM	EVALUATED	ACTION REQUIRED	CONTROL	,
а	. Co	mmand specific IIPP on file?		1	✓ Yes	[] No
	(1)	Is the program effective?			✓ Yes	□No
	(2)	Contains all required documents?			✓ Yes	□No
	(3)	Discussed with all employees?			✓ Yes	□No
	(4)	All employees understand their roles and responsibilities?			✓ Yes	□No
	(5)	Each employee completed CHP 712A, Injury and Illness Pre	evention Program Orient	ation and Review?	✓ Yes	□No
	(6)	New employees review and complete CHP 712A, Injury and and Review?	I Illness Prevention Prog	ram Orientation	✓ Yes	□No
	(7)	Are unsafe hazards or conditions identified, investigated, co	rrected, and documented	3?	√ Yes	□No
	(8)	Is required documentation maintained according to policy?			✓ Yes	□No
7. C	OMM	IUNICATION WITH DOSH	EVALUATED	ACTION REQUIRED	CORRECTED	
a.	Em	ployees aware of procedures regarding DOSH inspections?	_	1	✓ Yes	□No
b.	Cor	mmand's documents readily available for review by DOSH Co	ompliance Officer?		✓ Yes	□No
в. н	AZAF	RDOUS SUBSTANCE PROGRAM	EVALUATED	ACTION REQUIRED	CORRECTED	
а.	Doe	es command have a written Hazardous Substance Program f	or substances used with	n that command?	✓ Yes	□No
	(1)	Are hazardous substances identified and properly labeled?			✓ Yes	□No
	(2)	Warning signs posted?			✓ Yes	□No
	(3)	Material Safety Data Sheets readily available?			✓ Yes	□No
	(4)	Employees receive training?			✓ Yes	□No
_				-		

AREA MANAGEMENT EVALUATION OCCUPATIONAL SAFETY

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	(5)	Training documented?			✓ Yes	□No
	(6)	Employees informed of their right to applicable medical and	d exposure information	?	✓ Yes	□No
. Н	AZAI	RDOUS EXPOSURE CONTROL PROGRAMS	EVALUATED	ACTION PLOUBED	CORRECTED	
a.	Act	tivities identified within command that may require exposure	to hazardous condition	is?		□ No
	(1)	Appropriate engineering and/or administrative controls imp	lemented?		✓ Yes	□No
	(2)	Protective equipment provided in accordance with bargain	ing unit agreements?		✓ Yes	□ No
	(3)	Employees trained on use and maintenance of equipment	?		✓ Yes	□No
	(4)	Training documented?			✓ Yes	□No
(em						

4 c. (4) - The Area currently has COSC meeting minutes maintained for the current year, plus two additional years. As we move through the next year the current minutes will be maintained until we have minutes maintained for the current year, plus three.

5 j. (2) - CHP 712 and Chp 712A's are maintained in each employee's personnel jacket, and this is noted in the HPP.

STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

AREA MANAGEMENT EVALUATION OCCUPATIONAL SAFETY

'HP 453M (Rev. 5-06) OPI 009

AREA	DIVISION	NUMBER
Central Los Angeles	Southern	590
EVALUATED BY		DATE
S. Holloway, Sergean	1	01/20/09

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

EVALUATED Yes s outlined in HPM 10.6, ?? ience/trends considered from occupational safety	None Occupational when setting goals?	✓ Yes ✓ Yes ✓ Yes ✓ Yes	No No No No No No No No
Yes s outlined in HPM 10.6, ? ience/trends considered	None Occupational when setting goals?	✓ Yes ✓ Yes ✓ Yes ✓ Yes	□ No □ No
? ience/trends considered	when setting goals?	✓ Yes ✓ Yes ✓ Yes	□ No
ience/trends considered		✓ Yes ✓ Yes	□No
		✓ Yes	
from occupational safety	goals?		□No
		[] Vaa	
		✓ Yes	□No
		✓ Yes	□No
		✓ Yes	□No
ed?		✓ Yes	□No
		✓ Yes	□No
_		✓ Yes	□No
		✓ Yes	□No
		☐ Yes	☑ No
itable patrol car collision	ns has increased. Howe	ever, during	this year the
and their lack of experie	nce appears to have co	ntributed to	the
cessible?		✓ Yes	□No
s?		✓ Yes	□No
?		✓ Yes	□No
	ACTION REQUIRED None	CORRECTED	
		✓ Yes	□No
		✓ Yes	□No
ety? The commander ke	ceps abreast of all issue	s related to	accident and
ticipates in all occupatio	nal safety meetings.		
	cessible? is? EVALUATED Yes ety? The commander ke	ntable patrol car collisions has increased. Howe and their lack of experience appears to have co cessible? Is? EVALUATED ACTION REQUIRED None	## Yes ## Yes

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION **OCCUPATIONAL SAFETY**

(3) Occupational safety issues discussed at staff meetings and training days?		✓ Yes	□No
(-	4) Are safety issues in the meeting minutes?		✓ Yes	□No
(5) Commander comments regarding safety issues in performance evaluations?		✓ Yes	□No
(6) Does the commander ensure use of appropriate safety equipment?		✓ Yes	□No
b. A	are managers/supervisors actively involved in the program?		✓ Yes	□No
(Are managers/supervisors involved in case management?		✓ Yes	□No
(2	2) Do they have the appropriate attitude?		✓ Yes	□No
(3	Are managers monitoring supervisors' progress and efforts to attain goals?		✓ Yes	□No
(4	Are supervisors monitoring employees' efforts?		✓ Yes	□No
(5	Do managers comment on safety issues in performance evaluations?		✓ Yes	□No
(6	Do supervisors comment on safety issues in performance evaluations?		✓ Yes	□No
(7) Do managers/supervisors ensure the use of proper safety equipment?			□No
c. A	re employees actively involved in the Occupational Safety Program?		✓ Yes	□No
(1) Are employees involved in their case management?		✓ Yes	□No
(2) Are employees knowledgeable about safety goals?		✓ Yes	□No
(3) Are they aware of the command's achievements?		✓ Yes	□No
(4	Are employees practicing safety while performing their duties?		✓ Yes	□No
(5	Are employees reporting unsafe conditions and/or work practices?		Yes	□ No
(6	Do employees work cooperatively to minimize hazards?		✓ Yes	□No
(7	Do employees offer suggestions to improve occupational safety?		✓ Yes	□No
(8)			✓ Yes	□No
B. ACCI	DENT AND INJURY TRENDS POR Nor	ON REQUIRED NC	CORRECTED	
a. Co	ommander's method of identifying trends? The occupational safety coordinator studies coll-	ision factors within	he Area a	nd relates
рс	stential trends.			57AV
(1)	Are accidents and injuries being monitored to identify trends?		✓ Yes	□No
(2)	Is the Occupational Safety Committee reviewing CHP 113, Accident and Injury Report, Occupational Injuries and Illnesses, entries, prior meeting minutes?	SHA 300,	✓ Yes	□No
(3)	Are personnel in the command aware of current and potential trends?		✓ Yes	□No
b. W	nat corrective action has the command taken when a trend has been identified? N/A			
L				
V.				

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

OCCUPATIONAL SAFETY

4. COMMAND OCCUPATIONAL SAFETY COMMITTEE (COSC) None N		(1) Are commanders, managers, and supervisors actively impl	lementing correcti	ive actions?	✓ Yes	□ No
a. What is the composition of the COSC? Commander, Lieutenants, Clerical Supervisor, Maintenance Staff, Automotive Service Technicians, Occupational Safety Coordinator and a Morercycle Supervisor (1) Is there representation from each collective bargaining unit? (2) Management and supervisory representation? (3) Command Safety Coordinator active and effective? (4) Command Safety Coordinator active and effective? (5) Are committee assignments rotated? (6) COSC meetings held quarterty? (7) Are meetings held more frequently when goals are not being attained? (8) Do all committee members attend the meetings? (9) Yes No (1) Do committee members understand their roles and responsibilities? (1) Do committee members understand their roles and responsibilities? (2) Is an aganda prepared prior to the meeting? (3) Are departmental and Division Occupational Safety meetings minutes readily available? (4) Are these minutes utilized for Area meetings? (5) Are assignments given during Area meetings? (6) Are assignments given during Area meetings? (7) Yes No (8) Minutes prepared for the COSC meeting? (9) Yes No (1) Recording secretary appointed? (1) Minutes maintained current year, plus three? (2) Minutes included in HIPP file? (3) Are minutes included in HIPP file? (4) Minutes maintained current year, plus three? (5) Minutes COSC recommendations clear, concise and perlinent to the command? (6) Yes No (7) Yes No (8) COSC proactive to eliminate potential causes of accidents and injuries? (9) Yes No (1) Are COSC disceminate current information and training regarding health and safety issues? (1) Yes No (2) COSC proactive to eliminate potential causes of accidents and injuries? (1) Are outside egency safety programs utilized as a resource?	4.	CSECSCIA COED PERSONAL AND PROCESS SON AND AND AND AND AND AND AND AND AND AN	EVALUATED	ACTION REQUIRED		
Technicians. Occupational Safety Coordinator and a Motorcycle Supervisor (1) Is there representation from each collective bargaining unit? (2) Management and supervisory representation? (3) Command Safety Coordinator assigned? (4) Command Safety Coordinator active and effective? (5) Are committee assignments rotated? (6) COSC meetings held quarterly? (7) Are meetings held more frequently when goals are not being attained? (8) Do all committee members attend the meetings? (9) Do all committee members attend the meetings? (1) Do committee members understand their rotes and responsibilities? (1) Do committee members understand their rotes and responsibilities? (2) Is an agenda prepared prior to the meetings? (3) Are departmental and Division Occupational Safety meetings minutes readily available? (4) Are these minutes utilized for Area meetings? (5) Are assignments given during Area meetings? (6) Are assignments given during Area meetings? (7) Yes No (8) Minutes prepared for the COSC meeting? (9) Yes No (1) Recording secretary appointed? (1) Recording secretary appointed? (2) Minutes posted on command's Occupational Safety Board? (3) Are minutes included in IIPP file? (4) Minutes maintained current year, plus three? (5) Minutes forwarded through channels? (6) Sinutes forwarded through channels? (7) Yes No (8) Initiates posted on command's Occupational Safety Board? (9) Yes No (10) Recording secretary appointed? (11) Are COSC recommendations clear, concise and pertinent to the command? (12) Yes No (3) COSC disseminate current information regarding health and safety issues? (7) Yes No (8) Are outside agency safety programs utilized as a resource?		What is the composition of the COSC? Commander, Lieutenar			tomotive Serv	ice
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(2) Management and supervisory representation? (3) Command Safety Coordinator assigned? (4) Command Safety Coordinator active and effective? (5) Are committee assignments rotated? (6) COSC meetings held quarterly? (7) Are meetings held more frequently when goals are not being attained? (8) Do all committee members attend the meetings? (9) Yes No (1) Do committee members attend the meetings? (1) Yes No (1) Do committee members understand their roles and responsibilities? (2) Is an agenda prepared prior to the meeting? (3) Are departmental and Division Occupational Safety meetings minutes readily available? (4) Are these minutes utilized for Area meetings? (5) Are assignments given during Area meetings? (6) Are assignments given during Area meetings? (7) Yes No (8) Do all committee members attend their roles and responsibilities? (8) Experimental and Division Occupational Safety meetings minutes readily available? (9) Yes No (1) Are these minutes utilized for Area meetings? (1) Are assignments given during Area meetings? (2) Yes No (3) Are assignments given during Area meetings? (4) Minutes prepared for the COSC meeting? (5) Minutes propared for the COSC meeting? (6) Minutes prosted on command's Occupational Safety Board? (7) Yes No (8) Are minutes included in IIPP file? (9) Yes No (1) Are COSC effective? (1) Are COSC effective? (1) Are COSC effective? (2) Yes No (3) COSC disseminate current information and training regarding health and safety issues? (2) Yes No (3) COSC disseminate current information regarding health and safety issues? (1) Yes No (2) Yes No (3) Cosc disseminate current information regarding health and safety issues?	-			- HA		4 4 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
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(5) Are committee assignments rotated? (6) COSC meetings held quarterly? (7) Are meetings held quarterly? (8) Do all committee members attend the meetings? (8) Do all committee members attend the meetings? (9) Yes No (10) Do committee members understand their roles and responsibilities? (11) Do committee members understand their roles and responsibilities? (12) Is an agenda prepared prior to the meeting? (13) Are departmental and Division Occupational Safety meetings minutes readily available? (14) Are these minutes utilized for Area meetings? (15) Are assignments given during Area meetings? (16) Are assignments given during Area meetings? (17) Wes No (18) Recording secretary appointed? (19) Minutes posted on command's Occupational Safety Board? (10) Minutes maintained current year, plus three? (11) Minutes maintained current year, plus three? (12) Minutes forwarded through channels? (13) Are minutes included in IIPP file? (14) Minutes maintained current year, plus three? (15) Minutes forwarded through channels? (16) Is the COSC effective? (17) Are COSC recommendations clear, concise and pertinent to the command? (18) COSC disseminate current information regarding health and safety issues? (19) Yes No (10) COSC disseminate current information regarding health and safety issues? (10) Yes No (11) Are cutside agency safety programs utilized as a resource?		(3) Command Safety Coordinator assigned?			☑ Yes	□No
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(7) Are meetings held more frequently when goals are not being attained? (8) Do all committee members attend the meetings? (9) Yes No (1) Do committee members understand their roles and responsibilities? (1) Do committee members understand their roles and responsibilities? (2) Is an agenda prepared prior to the meeting? (3) Are departmental and Division Occupational Safety meetings minutes readily available? (4) Are these minutes utilized for Area meetings? (5) Are assignments given during Area meetings? (6) Are assignments given during Area meetings? (7) Yes No (8) Are minutes prepared for the COSC meeting? (9) Minutes prosted on command's Occupational Safety Board? (1) Recording secretary appointed? (2) Minutes posted on command's Occupational Safety Board? (3) Are minutes included in IIPP file? (4) Minutes maintained current year, plus three? (5) Minutes forwarded through channels? (6) Is the COSC effective? (7) Yes No (8) COSC offective? (9) Yes No (9) COSC proactive to eliminate potential causes of accidents and injuries? (9) Yes No (10) COSC disseminate current information and training regarding health and safety issues? (11) Are couside agency safety programs utilized as a resource?		(5) Are committee assignments rotated?			✓ Yes	□No
(8) Do all committee members attend the meetings? Description of the content of		(6) COSC meetings held quarterly?			✓ Yes	□No
b. Are roles and responsibilities defined in accordance with IIPP? (1) Do committee members understand their roles and responsibilities? (2) Is an agenda prepared prior to the meeting? (3) Are departmental and Division Occupational Safety meetings minutes readily available? (4) Are these minutes utilized for Area meetings? (5) Are assignments given during Area meetings? (6) Are assignments given during Area meetings? (7) Yes No (8) Minutes prepared for the COSC meeting? (9) Yes No (1) Recording secretary appointed? (1) Minutes posted on command's Occupational Safety Board? (2) Minutes posted on command's Occupational Safety Board? (3) Are minutes included in IIPP file? (4) Minutes maintained current year, plus three? (5) Minutes forwarded through channels? (6) Is the COSC effective? (7) Yes No (8) Is the COSC recommendations clear, concise and pertinent to the command? (9) Yes No (1) Are COSC recommendations clear, concise and pertinent to the command? (1) Are COSC disseminate current information and training regarding health and safety issues? (1) Yes No (2) Do all personnel receive current information regarding health and safety? (1) Yes No (2) Are outside agency safety programs utilized as a resource?		(7) Are meetings held more frequently when goals are not bein	g attained?		✓ Yes	□ No
(1) Do committee members understand their roles and responsibilities?		(8) Do all committee members attend the meetings?			✓ Yes	□No
(2) Is an agenda prepared prior to the meeting?	þ	Are roles and responsibilities defined in accordance with IIPP?	III CHILL	AND SOCIETY OF THE SECOND	✓ Yes	□No
(3) Are departmental and Division Occupational Safety meetings minutes readily available?		(1) Do committee members understand their roles and respons	sibilities?		✓ Yes	□No
(4) Are these minutes utilized for Area meetings? ☑ Yes ☐ No (5) Are assignments given during Area meetings? ☑ Yes ☐ No c. Minutes prepared for the COSC meeting? ☑ Yes ☐ No (1) Recording secretary appointed? ☑ Yes ☐ No (2) Minutes posted on command's Occupational Safety Board? ☑ Yes ☐ No (3) Are minutes included in IIPP file? ☑ Yes ☐ No (4) Minutes maintained current year, plus three? ☑ Yes ☐ No (5) Minutes forwarded through channels? ☑ Yes ☐ No d. Is the COSC effective? ☑ Yes ☐ No (1) Are COSC recommendations clear, concise and pertinent to the command? ☑ Yes ☐ No (2) COSC proactive to eliminate potential causes of accidents and injuries? ☑ Yes ☐ No (3) COSC disseminate current information and training regarding health and safety issues? ☑ Yes ☐ No e. Do all personnel receive current information regarding health and safety? ☑ Yes ☐ No f. Are outside agency safety programs utilized as a resource? ☑ Yes ☑ No	l.	(2) Is an agenda prepared prior to the meeting?			✓ Yes	□No
(5) Are assignments given during Area meetings?		(3) Are departmental and Division Occupational Safety meeting	s minutes readily	available?	✓ Yes	□No
c. Minutes prepared for the COSC meeting? (1) Recording secretary appointed? (2) Minutes posted on command's Occupational Safety Board? (3) Are minutes included in IIPP file? (4) Minutes maintained current year, plus three? (5) Minutes forwarded through channels? (6) Minutes forwarded through channels? (7) Yes		(4) Are these minutes utilized for Area meetings?			✓ Yes	□No
(1) Recording secretary appointed?		(5) Are assignments given during Area meetings?		The state of the s	✓ Yes	□No
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(4) Minutes maintained current year, plus three?	ecusi-	(2) Minutes posted on command's Occupational Safety Board?			✓ Yes	□No
(5) Minutes forwarded through channels?		(3) Are minutes included in IIPP file?			✓ Yes	□No
d. Is the COSC effective? (1) Are COSC recommendations clear, concise and pertinent to the command? (2) COSC proactive to eliminate potential causes of accidents and injuries? (3) COSC disseminate current information and training regarding health and safety issues? (4) Yes No (5) COSC disseminate current information and training regarding health and safety issues? (6) Yes No (7) Yes No (8) No (9) Possible agency safety programs utilized as a resource? (9) Yes No		(4) Minutes maintained current year, plus three?			✓ Yes	□No
(1) Are COSC recommendations clear, concise and pertinent to the command? (2) COSC proactive to eliminate potential causes of accidents and injuries? (3) COSC disseminate current information and training regarding health and safety issues? (4) Yes No (5) No (6) Po all personnel receive current information regarding health and safety? (7) Yes No (8) No (9) Yes No (9) No (10) Are outside agency safety programs utilized as a resource? (11) Are continued to the command? (12) Yes No		(5) Minutes forwarded through channels?			✓ Yes	□No
(2) COSC proactive to eliminate potential causes of accidents and injuries?	ď.	Is the COSC effective?			✓ Yes	□No
(3) COSC disseminate current information and training regarding health and safety issues? e. Do all personnel receive current information regarding health and safety? f. Are outside agency safety programs utilized as a resource? Yes No		(1) Are COSC recommendations clear, concise and pertinent to	the command?		✓ Yes	□No
e. Do all personnel receive current information regarding health and safety? f. Are outside agency safety programs utilized as a resource? Yes No		(2) COSC proactive to eliminate potential causes of accidents a	nd injuries?		✓ Yes	□No
f. Are outside agency safety programs utilized as a resource?		(3) COSC disseminate current information and training regarding	g health and safe	ty issues?	✓ Yes	□No
	e.	Do all personnel receive current information regarding health and	d safety?		✓ Yes	□No
g. Does the command maintain an effective health and safety communications system?	f.	Are outside agency safety programs utilized as a resource?			☐ Yes	☑No
	g.	Does the command maintain an effective health and safety comm	nunications syste	m?	✓ Yes	□No

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

OCCUPATIONAL SAFETY

12 433W (Nev. 3-00) OF (1009		H-111-000-05
(1) Potential hazards reported on CHP 113B, Hazard Report/Inspection?	✓ Yes	□No
(2) Are findings of the 113B, Hazard Report/Inspection, report disseminated according to policy?	✓ Yes	□No
(3) Do all members of the command participate in distribution of safety and health information?	✓ Yes	□No
(4) COSC minutes posted in a timely manner?	✓ Yes	□No
(5) Required posters prominently displayed?	✓ Yes	□ No
(6) COSC maintain the Command Occupational Safety Bulletin Board?	✓ Yes	□No
(7) Are responsibilities for the Occupational Safety Bulletin Board contents assigned to specific members?	✓ Yes	□ No
5. DOCUMENTATION EVALUATED ACTION REQUIRED None	CORRECTE	D
a. STD 261s, Authorization to Use Privately Owned Vehicles on State Business, completed annually and filed in the employee's field folder?	✓ Yes	□No
 DMV INF 254, Government Agency Request for Driver License/Identification Record Information, utilized to request driver's license record check and filed in the employee's field folder? 	☐ Yes	☑ No
c. OSHA 300, Log of Occupational Injury and Illnesses, utilized?	✓ Yes	□No
(1) Are required injuries and illnesses logged?	✓ Yes	□No
(2) Entries made within six working days of notification of an employee injury or illness?	✓ Yes	□No
(3) Is lost-time and limited-duty documentation accurate?	✓ Yes	□No
(4) Retention according to policy?	✓ Yes	□No
(5) Readily accessible for review by Cal-OSHA?	✓ Yes	□No
(6) Previous calendar year log posted during February?	✓ Yes	□No
d. Are CHP 113s, Accident and Injury Report, compiled accurately?	☑ Yes	□No
(1) Commander review and sign?	✓ Yes	□No
(2) CHP 113s and attachments processed in a timely manner?	✓ Yes	□No
e. Does the command utilize the CHP 113A, Safety Inspection Checklist?	✓ Yes	□No
(1) Are semiannual safety inspections conducted?	✓ Yes	□ No
(2) Are safety hazards identified?	✓ Yes	□No
(3) Is corrective action taken within 30 days?	✓ Yes	□ No
(4) CHP 113A, Safety Inspection Checklist, maintained with IIPP and retained according to policy?	✓ Yes	□No
f. Are unsafe conditions identified and documented on CHP 113B, Hazard Report/Inspection?	✓ Yes	□No
(1) Measures taken to correct situation within 30 days?	✓ Yes	□No
(2) Copy of CHP 113B, Hazard Report/Inspection, filed or attached to IIPP?	☑ Yes	□No
g. Are the CHP 121 series thoroughly and accurately completed?	✓ Yes	□No
(1) Supervisory comments in-depth, clear, and concise?	✓ Yes	□No
(2) Commander signature on appropriate forms?	✓ Yes	□No

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION **OCCUPATIONAL SAFETY**

Routed within time frames? CHP 208, Accident Prevention Report, thoroughly and accident Supervisor comments in-depth, clear, and concise? Commander review? Commander signs appropriate form? Properly routed within time limits? injuries and accidents documented on CHP 442, Individual Are CHP 442s, Individual Accident, Injury and Safety Research Safety recognition emblem summary current? CHP 712As, Injury and Illness Prevention Program Orients specific safety training documented on CHP 712, Employees maintained with IIPP file? YAND ILLNESS PREVENTION PROGRAM mmand specific IIPP on file? Is the program effective?	ual Accident, Injury an ecognition Record, cu ntation and Review, ke	rrent?	✓ Yes	No
Supervisor comments in-depth, clear, and concise? Commander review? Commander signs appropriate form? Properly routed within time limits? injuries and accidents documented on CHP 442, Individual Are CHP 442s, Individual Accident, Injury and Safety Research Safety recognition emblem summary current? CHP 712As, Injury and Illness Prevention Program Orients specific safety training documented on CHP 712, Employees maintained with IIPP file? YAND ILLNESS PREVENTION PROGRAM mmand specific IIPP on file?	ual Accident, Injury an ecognition Record, cuntation and Review, keeployee Emergency Acceptage	ept current? stion Plan Review?	✓ Yes	□ No
Commander review? Commander signs appropriate form? Properly routed within time limits? injuries and accidents documented on CHP 442, Individual Are CHP 442s, Individual Accident, Injury and Safety Research recognition emblem summary current? CHP 712As, Injury and Illness Prevention Program Orients specific safety training documented on CHP 712, Employees maintained with IIPP file? YAND ILLNESS PREVENTION PROGRAM mmand specific IIPP on file?	ecognition Record, cuntation and Review, ke	ept current? stion Plan Review?	✓ Yes	□ No
Commander signs appropriate form? Properly routed within time limits? injuries and accidents documented on CHP 442, Individual Accident, Injury and Safety Research Safety recognition emblem summary current? CHP 712As, Injury and Illness Prevention Program Orients specific safety training documented on CHP 712, Employees maintained with IIPP file? YAND ILLNESS PREVENTION PROGRAM mmand specific IIPP on file?	ecognition Record, cuntation and Review, ke	ept current? stion Plan Review?	✓ Yes	No
Properly routed within time limits? injuries and accidents documented on CHP 442, Individual Are CHP 442s, Individual Accident, Injury and Safety Research Safety recognition emblem summary current? CHP 712As, Injury and Illness Prevention Program Orients specific safety training documented on CHP 712, Employees maintained with IIPP file? YAND ILLNESS PREVENTION PROGRAM mmand specific IIPP on file?	ecognition Record, cuntation and Review, ke	ept current? stion Plan Review?	✓ Yes	No
injuries and accidents documented on CHP 442, Individual Are CHP 442s, Individual Accident, Injury and Safety Research Safety recognition emblem summary current? CHP 712As, Injury and Illness Prevention Program Orients specific safety training documented on CHP 712, Employees maintained with IIPP file? YAND ILLNESS PREVENTION PROGRAM mmand specific IIPP on file?	ecognition Record, cuntation and Review, ke	ept current? stion Plan Review?	✓ Yes ✓ Yes ✓ Yes ✓ Yes ✓ Yes ✓ Yes	No
Are CHP 442s, Individual Accident, Injury and Safety Re Safety recognition emblem summary current? CHP 712As, Injury and Illness Prevention Program Orients specific safety training documented on CHP 712, Employees maintained with IIPP file? YAND ILLNESS PREVENTION PROGRAM mmand specific IIPP on file?	ecognition Record, cuntation and Review, ke	ept current? stion Plan Review?	✓ Yes ✓ Yes ✓ Yes ✓ Yes ✓ Yes	□ No □ No □ No □ No □ No □ No
Safety recognition emblem summary current? CHP 712As, Injury and Illness Prevention Program Orien is specific safety training documented on CHP 712, Employees maintained with IIPP file? YAND ILLNESS PREVENTION PROGRAM immand specific IIPP on file?	ntation and Review, ke ployee Emergency Ac	ept current? stion Plan Review?	✓ Yes ✓ Yes ✓ Yes ✓ Yes	□ No □ No □ No □ No
CHP 712As, Injury and Illness Prevention Program Orien Is specific safety training documented on CHP 712, Emp Copies maintained with IIPP file? YAND ILLNESS PREVENTION PROGRAM mmand specific IIPP on file?	ployee Emergency Ac	tion Plan Review?	✓ Yes ✓ Yes ✓ Yes	□ No □ No □ No
Is specific safety training documented on CHP 712, Emp Copies maintained with IIPP file? YAND ILLNESS PREVENTION PROGRAM mmand specific IIPP on file?	ployee Emergency Ac	tion Plan Review?	✓ Yes ✓ Yes ✓ Yes	□ No
Copies maintained with IIPP file? Y AND ILLNESS PREVENTION PROGRAM mmand specific IIPP on file?	EVALUATED	ACTION REQUIRED	☑ Yes	□No
Y AND ILLNESS PREVENTION PROGRAM mmand specific IIPP on file?				
mmand specific IIPP on file?			CORRECTE)
Is the program effective?			Yes	□No
to the program enective (✓ Yes	□No
Contains all required documents?			✓ Yes	□No
Discussed with all employees?			✓ Yes	□No
All employees understand their roles and responsibilities	s?		✓ Yes	□ No
Each employee completed CHP 712A, Injury and Illness	Prevention Program	Orientation and Review?		□ No
New employees review and complete CHP 712A, Injury and Review?	and Illness Prevention	n Program Orientation	✓ Yes	□No
Are unsafe hazards or conditions identified, investigated	, corrected, and docu	mented?	✓ Yes	□No
Is required documentation maintained according to polic	у?		✓ Yes	□No
UNICATION WITH DOSH	Yes	ACTION REQUIRED Nonc	CORRECTE	>
ployees aware of procedures regarding DOSH inspection	s?			□No
nmand's documents readily available for review by DOSF	Compliance Officer?		✓ Yes	□No
DOUS SUBSTANCE PROGRAM	Yes	None None	CORRECTED)
s command have a written Hazardous Substance Progra	m for substances use	d within that command?	✓ Yes	□No
Are hazardous substances identified and properly labele	d?		✓ Yes	□No
Warning signs posted?			Yes	□No
Material Safety Data Sheets readily available?	(c. 11)		✓ Yes	□No
			✓ Yes	□No
	New employees review and complete CHP 712A, Injury and Review? Are unsafe hazards or conditions identified, investigated its required documentation maintained according to policy in the polyees aware of procedures regarding DOSH inspection in mand's documents readily available for review by DOSH DOUS SUBSTANCE PROGRAM is command have a written Hazardous Substance Program Are hazardous substances identified and properly labele Warning signs posted? Material Safety Data Sheets readily available?	New employees review and complete CHP 712A, Injury and Illness Preventio and Review? Are unsafe hazards or conditions identified, Investigated, corrected, and docu Is required documentation maintained according to policy? JNICATION WITH DOSH Ployees aware of procedures regarding DOSH inspections? Immand's documents readily available for review by DOSH Compliance Officer? DOUS SUBSTANCE PROGRAM Se command have a written Hazardous Substance Program for substances use Are hazardous substances identified and properly labeled? Warning signs posted? Material Safety Data Sheets readily available?	Are unsafe hazards or conditions identified, investigated, corrected, and documented? Is required documentation maintained according to policy? JNICATION WITH DOSH Pros Pros Invalidated P	New employees review and complete CHP 712A, Injury and Illness Prevention Program Orientation and Review? Are unsafe hazards or conditions identified, investigated, corrected, and documented? Yes Is required documentation maintained according to policy? JNICATION WITH DOSH Pros Policyees aware of procedures regarding DOSH inspections? Imand's documents readily available for review by DOSH Compliance Officer? Pous Substance Program Se command have a written Hazardous Substance Program for substances used within that command? Are hazardous substances identified and properly labeled? Material Safety Data Sheets readily available? Yes Material Safety Data Sheets readily available?

STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION OCCUPATIONAL SAFETY

HP 453M (Rev. 5-06) OPI 009

-					
(5)) Training documented?			✓ Yes	□No
(6)	(6) Employees informed of their right to applicable medical and exposure information?				□No
9. HAZA	RDOUS EXPOSURE CONTROL PROGRAMS	Yes	None None	CORRECTED).
a. Ad	ctivities identified within command that may require expo	sure to hazardous cond	itions?	☐ Yes	☑ No
(1)	(1) Appropriate engineering and/or administrative controls implemented?				□No
(2)	(2) Protective equipment provided in accordance with bargaining unit agreements?				□No
(3)	Employees trained on use and maintenance of equipment	nent?		✓ Yes	□No
(4)	Training documented?			✓ Yes	□No

Note regarding Section 1- Goals and Accomplishments, b: The Central Los Angeles Area has met its goals for the year with the exception of preventable patrol car collisions. During this year the Area has had a higher than average number of new officers and their lack of experience appears to have contributed to the increased number of collisions.

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

AREA MANAGEMENT EVALUATION OCCUPATIONAL SAFETY

CHP 453M (Rev. 5-06) OPI 009

AREA	DIVISION	NUMBER
Castaic E/F	Southern	541
EVALUATED BY		DATE
Sergeant R. L. St.	ong, #12202	01/20/2009

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

Formal Evaluation		SUSPENSE DATE	₩		
FOLLOW-UP REQUIRED Yes No	Correction Report	COVMANDER'S REVIEW	2	DATE /-	20-09
1. GOALS AND ACCO	MPLISHMENTS	Yes	ACTION REQUIRED	CORRECTE	it;
a. Is the command for Safety Manual, C	amiliar with the Occupational Safety Progr hapter 13?	ram as outlined in HPM 1	0.6, Occupational	✓ Yes	□ No
(1) Are goals dev	veloped in accordance with departmental p	palicy?		✓ Yes	□ No
(2) Are environm	ental factors, exposure factors, and past of	experience/trends consid	ered when setting goals?	✓ Yes	□No
(3) Are illness an	d non-serious/non-traumatic injuries exclu	uded from occupational s	afety goals?	✓ Yes	□ No
(4) Are goals app	propriately categorized?	5		✓ Yes	□No
(5) Are goals real	listic?			√ Yeş	□No
(6) Are goals con	sistent with departmental objectives?			✓ Yes	□No
(7) Is input from a	all levels considered before goals are esta	blished?		☑ Yes	□ No
b. Are goals being ac	complished?			✓ Yes	□ No
(1) Accurate repo	rting on CHP 113, Accident and Injury Re	port?		✓ Yes	□ No
(2) Are accidents	increasing?			☐ Yes	☑ No
(3) Are injuries inc	preasing?			☐ Yes	☑ No
(4) Why are they i	ncreasing/decreasing?	***			
	*****			-	
(5) Is CHP 113, Ac	ccident and Injury Report, posted or readi	ly accessible?	 	✓ Yes	□ No
(6) Are employees	knowledgeable about goals and achieve	ments?	-	✓ Yes	□No
(7) Are employees	providing suggestions toward goal attain	ment?	****	✓ Yes	□ No
PARTICIPATION		EVALUATED Yes	NO	CORRECTED	>
a. Commander actively			1017	✓ Yes	
(1) Commander ac	tive in injury/illness case management?			✓ Yes	 □ No
(2) What is the com	mander's attitude regarding occupational	I safety? The Command	er displays a very positive		
	afety Program. He carefully reviews each				
	***************************************		1816		

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STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA MIGHWAY PATROL AREA MANAGEMENT EVALUATION

OCCUPATIONAL SAFETY

The state of the s		
What corrective action has the command taken when a trend has been identified? Not Applicable at this tim		
(3) Are personnel in the command aware of current and potential trends?	✓ Yes	
(2) Is the Occupational Safety Committee reviewing CHP 113, Accident and Injury Report, OSHA 300, Log of Occupational Injuries and Illnesses, entries, prior meeting minutes?		□ No
(1) Are accidents and injuries being monitored to identify trends?	√ Yes	□No
	2	-
dialog with other Area Commanders to keep abreast of developing trends.		
Commander's method of identifying trends? The Commander carefully reviews each incident's causative fa	ctors and main	tains an c
CCIDENT AND INJURY TRENDS EVALUATED ACTION REQUIRED YES NO	CORRECTED	
(8) Is employee equipment properly used and maintained?	✓ Yes	□ No
(7) Do employees offer suggestions to improve occupational safety?	✓ Yes	□ No
(6) Do employees work cooperatively to minimize hazards?		□ No
(5) Are employees reporting unsafe conditions and/or work practices?	✓ Yes	□ No
(4) Are employees practicing safety while performing their duties?	✓ Yes	□ No
(3) Are they aware of the command's achievements?	✓ Yes	N ₀
(2) Are employees knowledgeable about safety goals?	✓ Yes	
(1) Are employees involved in their case management?	✓ Yes	☐ No
. Are employees actively involved in the Occupational Safety Program?	☑ Yes	□ No
(7) Do managers/supervisors ensure the use of proper safety equipment?	✓ Yes	□ No
(6) Do supervisors comment on safety issues in performance evaluations?	✓ Yes	□ No
(5) Do managers comment on safety issues in performance evaluations?	✓ Yes	□ No
(4) Are supervisors monitoring employees' efforts?	✓ Yes	□ No
(3) Are managers monitoring supervisors' progress and efforts to attain goals?		□ No
(2) Do they have the appropriate attitude?	✓ Yes	□ No
(1) Are managers/supervisors involved in case management?	✓ Yes ✓ Yes	□ No
b. Are managers/supervisors actively involved in the program?	☑ Yes	□ No
(6) Does the commander ensure use of appropriate safety equipment?	☑ Yes	□ No
(5) Commander comments regarding safety issues in performance evaluations?	✓ Yes	No
(4) Are safety issues in the meeting minutes?	✓ Yes	N₀
(3) Occupational safety issues discussed at staff meetings and training days?		-

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION **OCCUPATIONAL SAFETY**

CHP 453M (Rev. 5-06) OPI 009

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	(1) Are commanders, managers, and supervisors actively imp			☐ Yes	□No
4. C	OMMAND OCCUPATIONAL SAFETY COMMITTEE (COSC)	Yes	Yes	CORRECTE	0
а	What is the composition of the COSC? The Facility Command	der is the Chairpers	son, Occupational Safety Ser	geant, Officers	and Civilian
	employees.				
	(1) Is there representation from each collective bargaining uni	t?		✓ Yes	□No
	(2) Management and supervisory representation?			✓ Yes	□ No
	(3) Command Safety Coordinator assigned?			✓ Yes	□ No
	(4) Command Safety Coordinator active and effective?			✓ Yes	□No
	(5) Are committee assignments rotated?	117		✓ Yes	□No
	(6) COSC meetings held quarterly?			✓ Yes	□No
	(7) Are meetings held more frequently when goals are not being	ng attained?	70-24HU	✓ Yes	□No
	(8) Do all committee members attend the meetings?			✓ Yes	□No
b.	Are roles and responsibilities defined in accordance with IIPP?			✓ Yes	□No
	(1) Do committee members understand their roles and respon-	sibilities?		✓ Yes	□ No
	(2) Is an agenda prepared prior to the meeting?	CI.LIK.		✓ Yes	□No
	(3) Are departmental and Division Occupational Safety meeting	gs minutes readily	available?		□No
	(4) Are these minutes utilized for Area meetings?				□ No
	(5) Are assignments given during Area meetings?			✓ Yes	□ No
C.	Minutes prepared for the COSC meeting?			✓ Yes	□No
	(1) Recording secretary appointed?			Yes	✓ No
	(2) Minutes posted on command's Occupational Safety Board?)	ű.	Yes	☑ No
	(3) Are minutes included in IIPP file?			☐ Yes	🗹 No
	4) Minutes maintained current year, plus three?			✓ Yes	□No
	5) Minutes forwarded through channels?			✓ Yes	□No
d.	s the COSC effective?			✓ Yes	∐ No
(1) Are COSC recommendations clear, concise and pertinent to	the command?		Z Yes	□ No
(COSC proactive to eliminate potential causes of accidents a 	and injuries?		Yes	□ No
(3) COSC disseminate current information and training regarding	ng health and safet	y issues?		□No
e. I	Do all personnel receive current information regarding health and	d safety?	and the second s	✓ Yes	□No
f. A	re outside agency safety programs utilized as a resource?			☑ Yes	□Na
g. E	loos the command maintain an effective health and safety comm	munications system	п?	☑ Yes	□No

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DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

AREA MANAGEMENT EVALUATION OCCUPATIONAL SAFETY

(1) Potential hazards reported on CHP 113B, Hazard Report/Inspection?		✓ Yes	□No
(2) Are findings of the 113B, Hazard Report/Inspection, report disseminated according to policy?			☐ No
(3) Do all members of the command participate in distribution of safety and health information?		✓ Yes	□ No
(4) COSC minutes posted in a timely manner?		□Yes	✓ No
(5) Required posters prominently displayed?	**	✓ Yes	N₀
(6) COSC maintain the Command Occupational Safety Bulletin Board?		✓ Yes	□No
(7) Are responsibilities for the Occupational Safety Bulletin Board contents assign	red to specific members?	√Yes	□No
DOCUMENTATION EVALUATED Yes	Yes	CORRECTE	ь
 STD 261s, Authorization to Use Privately Owned Vehicles on State Business, confiled in the employee's field folder? 	pleted annually and	√ Yes	□ No
b. DMV INF 254, Government Agency Request for Driver License/Identification Reco to request driver's license record check and filed in the employee's field folder?	rd Information, utilized	 Yes	□N□
c. OSHA 300, Log of Occupational Injury and Illnesses, utilized?	3186	✓ Yes	□No
(1) Are required injuries and illnesses logged?		✓ Yes	□No
(2) Entries made within six working days of notification of an employee injury or ill	ness?	✓ Yes	□ No
(3) Is lost-time and limited-duty documentation accurate?			□ No
(4) Retention according to policy?		✓ Yes	□ No
(5) Readily accessible for review by Cal-OSHA?		✓ Yes	□No
(6) Previous calendar year log posted during February?		✓ Yes	□No
Are CHP 113s, Accident and Injury Report, compiled accurately?		✓ Yes	□ No
(1) Commander review and sign?	PHILIPPO I IS	✓ Yes	□No
(2) CHP 113s and attachments processed in a timely manner?		✓ Yes	□No
Does the command utilize the CHP 113A, Safety Inspection Checklist?		✓ Yes	□No
(1) Are semiannual safety inspections conducted?	74	✓ Yes	□ No
(2) Are safety hazards identified?		✓ Yes	□No
(3) Is corrective action taken within 30 days?		✓ Yes	□ No
(4) CHP 113A, Safety Inspection Checklist, maintained with IIPP and retained account	ording to policy?	✓ Yes	☐ No
Are unsafe conditions identified and documented on CHP 113B, Hazard Report/Insp	ection?	✓ Yes	□ No
(1) Measures taken to correct situation within 30 days?		✓ Yes	□No
(2) Copy of CHP 113B, Hazard Report/Inspection, filed or attached to IIPP?		□Yes	⊘ No
Are the CHP 121 series thoroughly and accurately completed?		✓ Yes	□No
(1) Supervisory comments in-depth, clear, and concise?	·	✓ Yes	□No
(2) Commander signature on appropriate forms?		✓ Yes	□ No

AREA MANAGEMENT EVALUATION OCCUPATIONAL SAFETY

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	(3) Routed within time frames?		The second secon	[] Yes	□ No
h.	Is CHP 208, Accident Prevention Report, thoroughly and accident	rately completed?		✓ Yes	□No
	(1) Supervisor comments in-depth, clear, and concise?			✓ Yes	□No
	(2) Commander review?			✓ Yes	□No
	(3) Commander signs appropriate form?			✓ Yes	□No
	(4) Properly routed within time Ilmits?			✓ Yes	□ No
i,	Are injuries and accidents documented on CHP 442, Individual	Accident, Injury and Sa	afety Recognition Record?	✓ Yes	□No
	(1) Are CHP 442s, Individual Accident, Injury and Safety Rec	ognition Record, curren	17	₹ Yes	□No
	(2) Safety recognition emblem summary current?			✓ Yes	□ No
j. <i>i</i>	Are CHP 712As, Injury and Illness Prevention Program Orienta	tion and Review, kept o	urrent?	7 Yes	□No
	(1) Is specific safety training documented on CHP 712, Emplo	yee Emergency Action	Plan Review?	☑ Yes	□No
	(2) Copies maintained with IIPP file?			Yes	☑ No
6. INJ	URY AND ILLNESS PREVENTION PROGRAM	EVALUATED Yes	Yes	CORRECTED	
a.	Command specific IIPP on file?			☐ Yeş	✓ No
	(1) Is the program effective?	a		✓ Yes	□No
(2) Contains all required documents?			√ Yes	□No
(Discussed with all employees?			✓ Yes	□ No
(4) All employees understand their roles and responsibilities?			☑ Yes	□No
(5) Each employee completed CHP 712A, Injury and Illness P	revention Program Orie	ntation and Review?	✓ Yes	□ No
(6) New employees review and complete CHP 712A, Injury an and Review?	d Illness Prevention Pro	ogram Orientation	✓ Yes	□No
(7	 Are unsafe hazards or conditions identified, Investigated, c 	orrected, and documen	ted?	✓ Yes	□ No
(E	3) Is required documentation maintained according to policy?			✓ Yes	□ No
. CON	MUNICATION WITH DOSH	EVALUATED Yes	No.	CORRECTSD	
	mployees aware of procedures regarding DOSH inspections?			✓ Yes	□ No
	mployees aware of procedures regarding DOSH inspections? ommand's documents readily available for review by DOSH C		<u> </u>	✓ Yes	□ No
b. C		ompliance Officer?	ACTION REQUIRED		
b. C	ommand's documents readily available for review by DOSH C	Yes Yes	No	✓ Yes	
b. C HAZ/ a. D	ommand's documents readily available for review by DOSH C	Yes Yes	No	✓ Yes	□ No
b. C HAZ/ a. D	ommand's documents readily available for review by DOSH C ARDOUS SUBSTANCE PROGRAM Does command have a written Hazardous Substance Program (Are hazardous substances identified and properly labeled?	Yes Yes	No	✓ Yes	□ No
b. C HAZ. a. D. (1)	ommand's documents readily available for review by DOSH C ARDOUS SUBSTANCE PROGRAM Does command have a written Hazardous Substance Program (Are hazardous substances identified and properly labeled? Warning signs posted?	Yes Yes	No	✓ Yes CORRECTEC ✓ Yes ✓ Yes	□ No □ No □ No

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STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
AREA MANAGEMENT EVALUATION

AREA MANAGEMENT EVALUATION
OCCUPATIONAL SAFETY

(5) Training documented?	✓ Yes No
(6) Employees informed of their right to applicable medical and exposure information?	☑ Yes ☐ No
HAZARDOUS EXPOSURE CONTROL PROGRAMS Yes No	CORRECTED
a. Activities identified within command that may require exposure to hazardous conditions?	✓ Yes □ No
(1) Appropriate engineering and/or administrative controls implemented?	☑ Ye\$ □ No
(2) Protective equipment provided in accordance with bargaining unit agreements?	☑ Yes ☐ No
(3) Employees trained on use and maintenance of equipment?	☑Yes □No
(4) Training documented?	✓ Yes 🗌 No

AREA MANAGEMENT EVALUATION OCCUPATIONAL SAFETY

CHP 453M (Rev. 5-06) OPI 009

AREA	DIVISION	NUMBER
Baldyvin Park	Southern Division	525-08-004
EVALUATED BY		DATE
Sgt. Stefanoff		08/28/08

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION Formal Evaluation Informal Evaluation	n	SUSPENSE DATE			
FOLLOW-UP REQUIRED Correcti Yes No	on Report	Captain W. Siegl	AS	DATE 9/	6/08
1. GOALS AND ACCOMPLISHMENTS		X - 08/26/08	ACTION REQUIRED	CORRECTED	ING ON
a. Is the command familiar with the Occupation Safety Manual, Chapter 13?	onal Safety Program as	s outlined in HPM 10	.6, Occupational	√ Yes	□No
(1) Are goals developed in accordance wi	ith departmental policy	?	- 17	✓ Yes	□No
(2) Are environmental factors, exposure fa	actors, and past experi	ence/trends conside	red when setting goals?	✓ Yes	□No
(3) Are illness and non-serious/non-traum	atic injuries excluded f	rom occupational sa	fety goals?		□No
(4) Are goals appropriately categorized?				✓ Yes	□No
(5) Are goals realistic?				✓ Yes	□No
(6) Are goals consistent with departmenta	l objectives?			✓ Yes	□No
(7) Is input from all levels considered befo	re goals are establishe	ed?		√ Yes	□No
b. Are goals being accomplished?				✓ Yes	□No
(1) Accurate reporting on CHP 113, Accide	ent and Injury Report?			√ Yes	□No
(2) Are accidents increasing?				✓ Yes	□No
(3) Are injuries increasing?				√ Yes	□No
(4) Why are they increasing/decreasing?	See attached summary	,			
(5) Is CHP 113, Accident and Injury Repor	t posted or readily acc	rassible?		✓ Yes	□No
(6) Are employees knowledgeable about g				✓ Yes	□ No
(7) Are employees knowledgeable about 9				✓ Yes	□ No
2. PARTICIPATION		EVALUATED X - 08/28/08	ACTION REQUIRED	CORRECTED	
a. Commander actively involved in program?				✓ Yes	□No
(1) Commander active in injury/illness case	e management?				□No
(2) What is the commander's attitude regar	rding occupational safe	ety? See attached su	mmary.		

AREA MANAGEMENT EVALUATION *PACCUPATIONAL SAFETY*

HР	45314	(Rev.	5-061	OPL	nna

_						
	(3)	Occupational safety issues discussed at staff meetings and	training days?		✓ Yes	□No
	(4)	Are safety issues in the meeting minutes?			✓ Yes	□No
	(5)	Commander comments regarding safety issues in performa	nce evaluations?		✓ Yes	□No
	(6)	Does the commander ensure use of appropriate safety equi	pment?		✓ Yes	□No
b	. Ar	e managers/supervisors actively involved in the program?			✓ Yes	□No
	(1)	Are managers/supervisors involved in case management?			✓ Yes	□No
	(2)	Do they have the appropriate attitude?		-	✓ Yes	□No
	(3)	Are managers monitoring supervisors' progress and efforts	to attain goals?		✓ Yes	□No
	(4)	Are supervisors monitoring employees' efforts?			✓ Yes	□No
	(5)	Do managers comment on safety issues in performance eva	aluations?		✓ Yes	□No
	(6)	Do supervisors comment on safety issues in performance ex	valuations?		✓ Yes	□No
	(7)	Do managers/supervisors ensure the use of proper safety en	quipment?		✓ Yes	□No
C.	Are	e employees actively involved in the Occupational Safety Prog	ıram?		✓ Yes	□No
	(1)	Are employees involved in their case management?			✓ Yes	□No
	(2)	Are employees knowledgeable about safety goals?			7 Yes	No
	(3)	Are they aware of the command's achievements?			✓ Yes	□No
	(4)	Are employees practicing safety while performing their dutie	s?		✓ Yes	□No
	(5)	Are employees reporting unsafe conditions and/or work practical	ctices?		✓ Yes	□No
	(6)	Do employees work cooperatively to minimize hazards?			√ Yes	□No
	(7)	Do employees offer suggestions to improve occupational sa	fety?		✓ Yes	□No
	(8)	Is employee equipment properly used and maintained?			✓ Yes	□No
. A	CCID	ENT AND INJURY TRENDS	EVALUATED X - 08/26/08	ACTION REQUIRED	CORRECTED)
a.	Cor	mmander's method of identifying trends? See attached summ				
	(1)	Are accidents and injuries being monitored to identify trends:	?		✓ Yes	□No
	(2)	Is the Occupational Safety Committee reviewing CHP 113, A Log of Occupational Injuries and Illnesses, entries, prior mee	Accident and Injury Re eting minutes?	port, OSHA 300,	✓ Yes	□No
	(3)	Are personnel in the command aware of current and potentia	al trends?		✓ Yes	□No

AREA MANAGEMENT EVALUATION OCCUPATIONAL SAFETY

4. COMMAND OCCUPATIONAL SAFETY COMMITTEE (COSC) EVALUATED X - 08/28/08 ACTION REQUIRED CORRECTED X - 08/28/08 ACTION REQUIRED CORRECTED X - 08/28/08 ACTION REQUIRED X - 08/28/08 ACTION REQUIRED
(1) Is there representation from each collective bargaining unit? (2) Management and supervisory representation? (3) Command Safety Coordinator assigned? (4) Command Safety Coordinator active and effective? (5) Are committee assignments rotated? (6) COSC meetings held quarterly? (7) Are meetings held more frequently when goals are not being attained? (8) Do all committee members attend the meetings? (9) Are roles and responsibilities defined in accordance with IIPP? (1) Do committee members understand their roles and responsibilities? (2) Is an agenda prepared prior to the meeting? (3) Are departmental and Division Occupational Safety meetings minutes readily available? (4) Are these minutes utilized for Area meetings? (5) Are assignments given during Area meetings? (6) Minutes prepared for the COSC meeting? (7) Yes (8) Do all committee members understand their roles and responsibilities? (9) Yes (10) Do committee members understand their roles and responsibilities? (11) Recording secretary appointed? (12) Ves (13) Are departmental and Division Occupational Safety Board? (14) Are these minutes utilized for Area meetings? (15) Are assignments given during Area meetings? (16) Area spignments given during Area meetings? (17) Yes (18) Area departmental and Division Occupational Safety Board?
(2) Management and supervisory representation?
(2) Management and supervisory representation?
(2) Management and supervisory representation?
(3) Command Safety Coordinator assigned? (4) Command Safety Coordinator active and effective? (5) Are committee assignments rotated? (6) COSC meetings held quarterly? (7) Are meetings held more frequently when goals are not being attained? (8) Do all committee members attend the meetings? (9) Are roles and responsibilities defined in accordance with IIPP? (1) Do committee members understand their roles and responsibilities? (2) Is an agenda prepared prior to the meeting? (3) Are departmental and Division Occupational Safety meetings minutes readily available? (4) Are these minutes utilized for Area meetings? (5) Are assignments given during Area meetings? (6) COSC meetings with the meeting of the COSC meeting? (6) COSC meeting of the COSC meeting? (7) Yes (8) Do all committee members attend the meetings? (9) Yes (1) Recording secretary appointed? (1) Recording secretary appointed? (2) Minutes posted on command's Occupational Safety Board?
(4) Command Safety Coordinator active and effective? Yes (5) Are committee assignments rotated? Yes (6) COSC meetings held quarterly? Yes (7) Are meetings held more frequently when goals are not being attained? Yes (8) Do all committee members attend the meetings? Yes (9) Do committee members understand their roles and responsibilities? Yes (1) Do committee members understand their roles and responsibilities? Yes (2) Is an agenda prepared prior to the meeting? Yes (3) Are departmental and Division Occupational Safety meetings minutes readily available? Yes (4) Are these minutes utilized for Area meetings? Yes (5) Are assignments given during Area meetings? Yes (6) COSC meeting? Yes (7) Yes Yes (8) Do all committee members attend the meetings? Yes (9) Are departmental and responsibilities defined in accordance with IIPP? Yes (1) Recording secretary appointed? Yes (1) Recording secretary appointed? Yes (2) Minutes posted on command's Occupational Safety Board? Yes
(5) Are committee assignments rotated? (6) COSC meetings held quarterly? (7) Are meetings held more frequently when goals are not being attained? (8) Do all committee members attend the meetings? (9) Are roles and responsibilities defined in accordance with IIPP? (1) Do committee members understand their roles and responsibilities? (2) Is an agenda prepared prior to the meeting? (3) Are departmental and Division Occupational Safety meetings minutes readily available? (4) Are these minutes utilized for Area meetings? (5) Are assignments given during Area meetings? (6) Minutes prepared for the COSC meeting? (7) Yes (8) Do all committee members attend the meetings? (9) Yes (1) Recording secretary appointed? (1) Recording secretary appointed? (2) Minutes posted on command's Occupational Safety Board?
(6) COSC meetings held quarterly? (7) Are meetings held more frequently when goals are not being attained? (8) Do all committee members attend the meetings? (9) Are roles and responsibilities defined in accordance with IIPP? (1) Do committee members understand their roles and responsibilities? (2) Is an agenda prepared prior to the meeting? (3) Are departmental and Division Occupational Safety meetings minutes readily available? (4) Are these minutes utilized for Area meetings? (5) Are assignments given during Area meetings? (6) Minutes prepared for the COSC meeting? (1) Recording secretary appointed? (2) Minutes posted on command's Occupational Safety Board?
(7) Are meetings held more frequently when goals are not being attained? (8) Do all committee members attend the meetings? b. Are roles and responsibilities defined in accordance with IIPP? (1) Do committee members understand their roles and responsibilities? (2) Is an agenda prepared prior to the meeting? (3) Are departmental and Division Occupational Safety meetings minutes readily available? (4) Are these minutes utilized for Area meetings? (5) Are assignments given during Area meetings? (6) Minutes prepared for the COSC meeting? (1) Recording secretary appointed? (2) Minutes posted on command's Occupational Safety Board?
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b. Are roles and responsibilities defined in accordance with IIPP? (1) Do committee members understand their roles and responsibilities? (2) Is an agenda prepared prior to the meeting? (3) Are departmental and Division Occupational Safety meetings minutes readily available? (4) Are these minutes utilized for Area meetings? (5) Are assignments given during Area meetings? (6) Are assignments given during Area meetings? (7) Yes (8) C. Minutes prepared for the COSC meeting? (9) Yes (1) Recording secretary appointed? (2) Minutes posted on command's Occupational Safety Board?
(1) Do committee members understand their roles and responsibilities? (2) Is an agenda prepared prior to the meeting? (3) Are departmental and Division Occupational Safety meetings minutes readily available? (4) Are these minutes utilized for Area meetings? (5) Are assignments given during Area meetings? (6) Minutes prepared for the COSC meeting? (7) Yes (8) Yes (9) Yes (1) Recording secretary appointed? (2) Minutes posted on command's Occupational Safety Board?
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(4) Are these minutes utilized for Area meetings?
(5) Are assignments given during Area meetings? c. Minutes prepared for the COSC meeting? (1) Recording secretary appointed? (2) Minutes posted on command's Occupational Safety Board?
c. Minutes prepared for the COSC meeting? (1) Recording secretary appointed? (2) Minutes posted on command's Occupational Safety Board?
(1) Recording secretary appointed?
(2) Minutes posted on command's Occupational Safety Board?
(3) Are minutes included in IIPP file?
(4) Minutes maintained current year, plus three?
(5) Minutes forwarded through channels?
d. Is the COSC effective?
(1) Are COSC recommendations clear, concise and pertinent to the command?
(2) COSC proactive to eliminate potential causes of accidents and injuries?
(3) COSC disseminate current information and training regarding health and safety issues?
e. Do all personnel receive current information regarding health and safety?
f. Are outside agency safety programs utilized as a resource?
g. Does the command maintain an effective health and safety communications system?

AREA MANAGEMENT EVALUATION OCCUPATIONAL SAFETY

211	-1001	1 (100, 0 00) 01 1000				
-	(1)	Potential hazards reported on CHP 113B, Hazard Report/li	nspection?		√ Yes	□No
	(2)	Are findings of the 113B, Hazard Report/Inspection, report	disseminated according	to policy?	✓ Yes	□No
	(3)) Do all members of the command participate in distribution of safety and health information?			☐ Yes	√No
	(4)	COSC minutes posted in a timely manner?			√ Yes	□No
	(5)	Required posters prominently displayed?			✓ Yes	□No
	(6) COSC maintain the Command Occupational Safety Bulletin Board?				√ Yes	□No
	(7) Are responsibilities for the Occupational Safety Bulletin Board contents assigned to specific members?					□No
5.	ocu	IMENTATION	EVALUATED X - 08/26/08	ACTION REQUIRED	CORRECTE!	9
: 6		D 261s, Authorization to Use Privately Owned Vehicles on S	tate Business, completed	d annually and	✓ Yes	□No
k		DMV INF 254, Government Agency Request for Driver License/Identification Record Information, utilized to request driver's license record check and filed in the employee's field folder?				□No
C	. os	OSHA 300, Log of Occupational Injury and Illnesses, utilized?			✓ Yes	□No
	(1)	Are required injuries and illnesses logged?			✓ Yes	□No
	(2)	Entries made within six working days of notification of an er	nployee injury or illness?		√ Yes	□No
Т	(3)	Is lost-time and limited-duty documentation accurate?			✓ Yes	□No
	(4)	Retention according to policy?			✓ Yes	□No
	(5)	Readily accessible for review by Cal-OSHA?			✓ Yes	□No
	(6)	Previous calendar year log posted during February?			✓ Yes	□No
d	. Are	CHP 113s, Accident and Injury Report, compiled accurately	?		✓ Yes	□No
	(1)	Commander review and sign?			Yes	□No
	(2)	CHP 113s and attachments processed in a timely manner?			√ Yes	□No
е	. Doe	es the command utilize the CHP 113A, Safety Inspection Che	ecklist?		Yes	□No
	(1)	Are semiannual safety inspections conducted?			✓ Yes	□No
	(2)	Are safety hazards identified?			✓ Yes	□No
	(3)	Is corrective action taken within 30 days?				□No
	(4)	CHP 113A, Safety Inspection Checklist, maintained with IIP	P and retained according	to policy?	✓ Yes	□No
f.	Are	unsafe conditions identified and documented on CHP 113B,	Hazard Report/Inspectio	n?	✓ Yes	□No
	(1)	Measures taken to correct situation within 30 days?			✓ Yes	□No
	(2)	Copy of CHP 113B, Hazard Report/Inspection, filed or attac	hed to IIPP?		☐ Yes	☑ No
g	Are	the CHP 121 series thoroughly and accurately completed?			✓ Yes	□No
	(1)	Supervisory comments in-depth, clear, and concise?			✓ Yes	□No
	(2)	Commander signature on appropriate forms?	7		✓ Yes	□No
	_					

AREA MANAGEMENT EVALUATION OCCUPATIONAL SAFETY

(3) Routed within time frames?			✓ Yes	□No		
h. Is CHP 208, Accident Prevention Report, thoroughly	Is CHP 208, Accident Prevention Report, thoroughly and accurately completed?			□No		
(1) Supervisor comments in-depth, clear, and concis	se?		✓ Yes	□No		
(2) Commander review?			✓ Yes	□No		
(3) Commander signs appropriate form?	✓ Yes	□No				
(4) Properly routed within time limits?			✓ Yes	□No		
i. Are injuries and accidents documented on CHP 442, I	ndividual Accident, Injury and S	afety Recognition Record?	√ Yes	□No		
(1) Are CHP 442s, Individual Accident, Injury and Sa	afety Recognition Record, currer	t?	Yes	☑ No		
(2) Safety recognition emblem summary current?	☐ Yes	☑ No				
j. Are CHP 712As, Injury and Illness Prevention Program	n Orientation and Review, kept o	current?	☐ Yes	☑ No		
(1) Is specific safety training documented on CHP 71	✓ Yes	□No				
(2) Copies maintained with IIPP file?	Yes	☑ No				
S. INJURY AND ILLNESS PREVENTION PROGRAM	CORRECTED)				
a. Command specific IIPP on file?			✓ Yes	□No		
(1) Is the program effective?	✓Yes	□No				
(2) Contains all required documents?		✓ Yes	□No			
(3) Discussed with all employees?	√ Yes	□No				
(4) All employees understand their roles and respons	(4) All employees understand their roles and responsibilities?					
(5) Each employee completed CHP 712A, Injury and	(5) Each employee completed CHP 712A, Injury and Illness Prevention Program Orientation and Review?					
(6) New employees review and complete CHP 712A, and Review?	Injury and Illness Prevention Pr	ogram Orientation	Yes	☑ No		
(7) Are unsafe hazards or conditions identified, inves	✓ Yes	□ No				
(8) Is required documentation maintained according to	to policy?		✓ Yes	□ No		
COMMUNICATION WITH DOSH	X - 08/26/08	ACTION REQUIRED	CORRECTED)		
a. Employees aware of procedures regarding DOSH insp	pections?		Yes	✓ No		
b. Command's documents readily available for review by			✓ Yes	□No		
. HAZARDOUS SUBSTANCE PROGRAM	HAZARDOUS SUBSTANCE PROGRAM EVALUATED X - 08/26/08					
a. Does command have a written Hazardous Substance	Program for substances used w	rithin that command?	✓ Yes	□No		
(1) Are hazardous substances identified and properly	labeled?	=	✓ Yes	□No		
			✓ Yes	□No		
(2) Warning signs posted?						
(2) Warning signs posted?(3) Material Safety Data Sheets readily available?			✓ Yes	□No		

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(5) Training documented?					□No
(6) Employees informed of their right to applicable medical and exposure information?					☐ No
HAZA	RDOUS EXPOSURE CONTROL PROGRAMS	X - 08/26/08	ACTION REQUIRED	CORRECTE	D
a. Ac	ctivities identified within command that may require expo	osure to hazardous conditio	ns?	✓ Yes	□No
(1) Appropriate engineering and/or administrative controls implemented?(2) Protective equipment provided in accordance with bargaining unit agreements?(3) Employees trained on use and maintenance of equipment?					□No
					□No
					□No
(4)	Training documented?			✓ Yes	□ No

See attached summary (CHP 454).

AREA MANAGEMENT EVALUATION OCCUPATIONAL SAFETY

453M (Rev. 5-06) OPI 009

AREA DIVISION		NUMBER	
Antelope Valley Southern		545	
EVALUATED BY		DATE	
Sgt. K. Miller		12/26/2008	

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

PE OF EVALUATION Formal Evaluation	Informal Evaluation	SUSPENSE DATE					
OLLOW-UP REQUIRED Yes No	Correction Report	COMMANDER'S REVIEW),	DATE	7-09		
GOALS AND ACCOMPLIS	HMENTS	Yes	No ACTION REQUIRED	CORRECTED)		
a. Is the command familiar Safety Manual, Chapter	with the Occupational Safety Prog 13?	ram as outlined in HPM	10.6, Occupational	✓ Yes	□No		
(1) Are goals develope	d in accordance with departmental	policy?		✓ Yes	□No		
(2) Are environmental f	actors, exposure factors, and past	experience/trends cons	idered when setting goals?	✓ Yes	□No		
(3) Are illness and non-	serious/non-traumatic injuries excl	uded from occupational	safety goals?	✓ Yes	□No		
(4) Are goals appropria) Are goals appropriately categorized?						
(5) Are goals realistic?) Are goals realistic?						
(6) Are goals consisten	S) Are goals consistent with departmental objectives?			✓ Yes	□No		
(7) Is input from all leve	7) Is input from all levels considered before goals are established?				□No		
b. Are goals being accomp	Are goals being accomplished?						
(1) Accurate reporting	1) Accurate reporting on CHP 113, Accident and Injury Report?						
(2) Are accidents increa	2) Are accidents increasing?						
(3) Are injuries increasi	ng?			☐ Yes	✓ No		
(4) Why are they increa	Why are they increasing/decreasing? The Area has exceeded it's goals for preventable patrol vehicle accidents. Howe						
are no discernible t	are no discernible trends or patterns to explain the increase in accidents.						
(5) Is CHP 113, Accide) Is CHP 113, Accident and Injury Report, posted or readily accessible?						
(6) Are employees know	wledgeable about goals and achiev	vements?		✓ Yes	□No		
(7) Are employees prov	riding suggestions toward goal atta	inment?		✓ Yes	□No		
PARTICIPATION	EVALUATED ACTION REQUIRED						
a. Commander actively inv	Commander actively involved in program?						
(1) Commander active	n injury/illness case management	?		✓ Yes	□No		
(2) What is the commar	nder's attitude regarding occupatio	nal safety? The Comm	ander is very supportive an	d promotes o	ccupation		
safety whenever po	ssible						

STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION **OCCUPATIONAL SAFETY**

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		(Rev. 5-06) OPI 009		
	(3)	Occupational safety issues discussed at staff meetings and training days?	✓ Yes	□No
	(4)	Are safety issues in the meeting minutes?	✓ Yes	□No
	(5)	Commander comments regarding safety issues in performance evaluations?	✓ Yes	□No
	(6)	Does the commander ensure use of appropriate safety equipment?	✓ Yes	□No
b	. Are	managers/supervisors actively involved in the program?	✓ Yes	□No
	(1)	Are managers/supervisors involved in case management?	✓ Yes	□ No
	(2)	Do they have the appropriate attitude?	√ Yes	□No
	(3)	Are managers monitoring supervisors' progress and efforts to attain goals?	✓ Yes	□No
	(4)	Are supervisors monitoring employees' efforts?	✓ Yes	□No
11/2-11/2	(5)	Do managers comment on safety issues in performance evaluations?	✓ Yes	□No
	(6)	Do supervisors comment on safety issues in performance evaluations?	✓ Yes	□No
	(7)	Do managers/supervisors ensure the use of proper safety equipment?	Yes	□No
C.	Are	employees actively involved in the Occupational Safety Program?	Yes	□No
	(1)	Are employees involved in their case management?	Yes	□No
	(2)	Are employees knowledgeable about safety goals?	✓ Yes	□No
	(3)	Are they aware of the command's achievements?	✓ Yes	□No
32	(4)	Are employees practicing safety while performing their duties?	Yes	□No
	(5)	Are employees reporting unsafe conditions and/or work practices?	✓ Yes	□No
Marie	(6)	Do employees work cooperatively to minimize hazards?	🗸 Yes	□ No
	(7)	Do employees offer suggestions to improve occupational safety?	✓ Yes	□No
	(8)	Is employee equipment properly used and maintained?	✓ Yes	□No
3. A	CCID	ENT AND INJURY TRENDS EVALUATED Yes NO	CORRECTE)
a.	Con	nmander's method of identifying trends? The Commander/Alternate reviews each CHP 113 looking for acc	ident/injury	trends. Each
	inci	dent is discussed with the supervisory staff to address similar incidents.		
	(1)	Are accidents and injuries being monitored to identify trends?	✓ Yes	□No
oneens		Is the Occupational Safety Committee reviewing CHP 113, Accident and Injury Report, OSHA 300, Log of Occupational Injuries and Illnesses, entries, prior meeting minutes?		□ No
	(3)	Are personnel in the command aware of current and potential trends?	✓ Yes	□No
þ.	Wha	at corrective action has the command taken when a trend has been identified? Proper training and employe	e awarenes	s would have
	heei	n implemented to address identified trends.		

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W.	(1) Are commanders, managers, and supervisors actively imple	ementing correct	ive actions?	Yes	□No
. (COMMAND OCCUPATIONAL SAFETY COMMITTEE (COSC)	Yes	ACTION REQUIRED NO	CORRECTED)
а	. What is the composition of the COSC? The permanent COSC is	members include	Cpt. G. Flavin, Lt. A. Witr	ner, Sgt. K. Mill	er(COSC
ili.	Coordinator), CAHP rep. K. Wheeler, Clerical Staff rep. R. Mc	Kay, Special Dut	y rep. B. Moya, Mtr prograi	n rep. B. Orcutt,	Area Au
-	Fech M. Maguire and assigned members (Officers involved in p	reventable accide	nt/injuries within the last ye	ear).	
	(1) Is there representation from each collective bargaining unit	?		✓ Yes	□No
	(2) Management and supervisory representation?	4	and the second s		□No
4	(3) Command Safety Coordinator assigned?			✓ Yes	□No
	(4) Command Safety Coordinator active and effective?			✓ Yes	□No
	(5) Are committee assignments rotated?			✓ Yes	□No
	(6) COSC meetings held quarterly?			✓ Yes	□No
	(7) Are meetings held more frequently when goals are not bein	g attained?		✓ Yes	□No
	(8) Do all committee members attend the meetings?			[7] Yes	□No
b	. Are roles and responsibilities defined in accordance with IIPP?			✓ Yes	□ No
	(1) Do committee members understand their roles and respons	sibilities?		✓ Yes	□ No
	(2) Is an agenda prepared prior to the meeting?			✓ Yes	□No
	(3) Are departmental and Division Occupational Safety meeting	gs minutes readil	y available?	✓ Yes	□No
-	(4) Are these minutes utilized for Area meetings?		**************************************		□No
-	(5) Are assignments given during Area meetings?			✓ Yes	□No
¢	Minutes prepared for the COSC meeting?		The second secon	✓ Yes	□No
	(1) Recording secretary appointed?		The state of the s	✓ Yes	□No
	(2) Minutes posted on command's Occupational Safety Board?)	4	✓ Yes	□No
i i i i	(3) Are minutes included in IIPP file?			✓ Yes	□No
****	(4) Minutes maintained current year, plus three?			✓ Yes	□No
	(5) Minutes forwarded through channels?			✓ Yes	□No
d	Is the COSC effective?			✓ Yes	□No
	(1) Are COSC recommendations clear, concise and pertinent to	o the command?		✓ Yes	□No
****	(2) COSC proactive to eliminate potential causes of accidents	and injuries?	***************************************	☑ Yes	□No
-	(3) COSC disseminate current information and training regarding	ng health and sa	fety issues?	✓ Yes	□No
е	Do all personnel receive current information regarding health an	nd safety?		✓ Yes	□No
f.	Are outside agency safety programs utilized as a resource?			✓ Yes	□No
-	Does the command maintain an effective health and safety com	munications sys	tem?	✓ Yes	∏ No

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AREA MANAGEMENT EVALUATION

OCCUPATIONAL SAFETY

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	(1) Potential hazards reported on CHP 113B, Hazard Report/Inspection?	
	(2) Are findings of the 113B, Hazard Report/Inspection, report disseminated according to policy?	
	(3) Do all members of the command participate in distribution of safety and health information?	☑ Yes ☐ No
***	(4) COSC minutes posted in a timely manner?	
-	(5) Required posters prominently displayed?	
80.000	(6) COSC maintain the Command Occupational Safety Bulletin Board?	
****	(7) Are responsibilities for the Occupational Safety Bulletin Board contents assigned to specific me	embers?
5.	. DOCUMENTATION EVALUATED ACTION REC	QUIRED CORRECTED
	a. STD 261s, Authorization to Use Privately Owned Vehicles on State Business, completed annually filed in the employee's field folder?	and ☑ Yes ☐ No
	b. DMV INF 254, Government Agency Request for Driver License/Identification Record Information, u to request driver's license record check and filed in the employee's field folder?	utilized ☑ Yes ☐ No
	c. OSHA 300, Log of Occupational Injury and Illnesses, utilized?	☑ Yes ☐ No
	(1) Are required injuries and illnesses logged?	☑ Yes ☐ No
1400.00	(2) Entries made within six working days of notification of an employee injury or illness?	☑ Yes ☐ No
1111	(3) Is lost-time and limited-duty documentation accurate?	☑Yes ☐ No
	(4) Retention according to policy?	☑ Yes ☐ No
*****	(5) Readily accessible for review by Cal-OSHA?	☑ Yes ☐ No
***	(6) Previous calendar year log posted during February?	☑ Yes ☐ No
	d. Are CHP 113s, Accident and Injury Report, compiled accurately?	☑ Yes ☐ No
	(1) Commander review and sign?	
	(2) CHP 113s and attachments processed in a timely manner?	
	e. Does the command utilize the CHP 113A, Safety Inspection Checklist?	
	(1) Are semiannual safety inspections conducted?	
	(2) Are safety hazards identified?	
	(3) Is corrective action taken within 30 days?	☑ Yes ☐ No
	(4) CHP 113A, Safety Inspection Checklist, maintained with IIPP and retained according to policy?	? 🕜 Yes 🗌 No
	f. Are unsafe conditions identified and documented on CHP 113B, Hazard Report/Inspection?	☑ Yes ☐ No
	(1) Measures taken to correct situation within 30 days?	☑ Yes ☐ No
	(2) Copy of CHP 113B, Hazard Report/Inspection, filed or attached to IIPP?	☑ Yes ☐ No
(g. Are the CHP 121 series thoroughly and accurately completed?	☑ Yes □ No
	(1) Supervisory comments in-depth, clear, and concise?	☑Yes ☐No
	(2) Commander signature on appropriate forms?	☑ Yes ☐ No

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DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

AREA MANAGEMENT EVALUATION OCCUPATIONAL SAFETY

453M (Rev. 5-06) OPI 009 (3) Routed within time frames? √ Yes ☐ No h. Is CHP 208, Accident Prevention Report, thoroughly and accurately completed? Yes ☐ No √ Yes No (1) Supervisor comments in-depth, clear, and concise? Yes □ No (2) Commander review? Yes □ No (3) Commander signs appropriate form? (4) Properly routed within time limits? ✓ Yes ☐ No No i. Are injuries and accidents documented on CHP 442, Individual Accident, Injury and Safety Recognition Record? ✓ Yes (1) Are CHP 442s, Individual Accident, Injury and Safety Recognition Record, current? Yes ☐ No (2) Safety recognition emblem summary current? Yes No Yes □ No j. Are CHP 712As, Injury and Illness Prevention Program Orientation and Review, kept current? No (1) Is specific safety training documented on CHP 712, Employee Emergency Action Plan Review? Yes √ Yes No (2) Copies maintained with IIPP file? ACTION REQUIRED CORRECTED EVALUATED 6. INJURY AND ILLNESS PREVENTION PROGRAM Yes No √ Yes □ No a. Command specific IIPP on file? Yes Yes ☐ No (1) Is the program effective? (2) Contains all required documents? Yes □ No Yes □ No (3) Discussed with all employees? ✓ Yes ΠNο (4) All employees understand their roles and responsibilities? □ No Yes (5) Each employee completed CHP 712A, Injury and Illness Prevention Program Orientation and Review? (6) New employees review and complete CHP 712A, Injury and Illness Prevention Program Orientation and Review? √ Yes ☐ No □No Yes (7) Are unsafe hazards or conditions identified, investigated, corrected, and documented? □ No ✓ Yes (8) Is required documentation maintained according to policy? CORRECTED EVALUATED ACTION REQUIRED 7. COMMUNICATION WITH DOSH Yes No a. Employees aware of procedures regarding DOSH inspections? ✓ Yes No b. Command's documents readily available for review by DOSH Compliance Officer? ✓ Yes ☐ No ACTION REQUIRED CORRECTED EVALUATED 8. HAZARDOUS SUBSTANCE PROGRAM Yes ☐ No a. Does command have a written Hazardous Substance Program for substances used within that command? √ Yes Yes ✓ No (1) Are hazardous substances identified and properly labeled? Yes √ No (2) Warning signs posted? ✓ Yes □ No (3) Material Safety Data Sheets readily available? (4) Employees receive training? Yes No

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OCCUPATIONAL SAFETY

(*)	3 453M (Rev. 5-06) OPI 009					
	(5) Training documented?	1960 to Surject and 11 has commenced 1960 (CCC) amount amount a community of the community		✓ Yes	□ No	
	(6) Employees informed of their right to applicable medic	al and exposure informat	tion?	✓ Yes	□No	
	THE TARROUGH EVENOURE CONTENS. DESCRIPTION	EVALUATED	ACTION REQUIRED	CORRECTED)	
9.	HAZARDOUS EXPOSURE CONTROL PROGRAMS					
	a. Activities identified within command that may require expo		□No			
	(1) Appropriate engineering and/or administrative control	(1) Appropriate engineering and/or administrative controls implemented?				
Marie	(2) Protective equipment provided in accordance with bar		□No			
	(3) Employees trained on use and maintenance of equipr	ment?		✓ Yes	□No	
	(4) Training documented?	**************************************		Yes	□No	
		THE RESERVE THE PERSON NAMED IN COLUMN TWO IS NOT THE OWNER.				

Item 8, a, 1 and 2: Area ammunitions and flare storage locations are not properly labeled/placarded. Specific labels/placards have been requested and will be posted upon receipt.

AREA MANAGEMENT EVALUATION **OCCUPATIONAL SAFETY**

HP 453M (Rev. 5-06) OPI 009

AREA DIVISION		NUMBER
Altadena Southern		575
EVALUATED BY		DATE
K. B. Stormes, #11582		01/08/2009

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

		LUATION al Evaluation	Informal Evaluation	SUSPENSE DATE 01/15/2009			
	OLLOW-UP REQUIRED ☐ Correction Report ✓ Yes ☐ No BY		COMMANDER'S REVIEW	COMMANDER'S REVIEW		19-09	
1. 0	OALS	S AND ACCOMPL		EVALUATED 01/08/09	ACTION REQUIRED	CORRECTED)
а		he command famili fety Manual, Chapte	ar with the Occupational Safety Proger 13?	gram as outlined in HPM 1	0.6, Occupational	✓ Yes	□No
	(1)	Are goals develop	ed in accordance with departmental	policy?		✓ Yes	□No
	(2)	Are environmenta	I factors, exposure factors, and past	experience/trends consid	ered when setting goals?	✓ Yes	□No
	(3)	Are illness and no	n-serious/non-traumatic injuries exc	luded from occupational s	afety goals?	✓ Yes	□No
	(4)	Are goals appropr	iately categorized?			✓ Yes	□No
	(5) Are goals realistic?					✓ Yes	□No
	(6)	Are goals consistent with departmental objectives?					□No
	(7)	Is input from all le	vels considered before goals are es	tablished?		✓ Yes	□No
b.	Are	Are goals being accomplished?					□No
	(1)	(1) Accurate reporting on CHP 113, Accident and Injury Report?					□No
	(2)	Are accidents incr	easing?			✓ Yes	□No
	(3)	Are injuries increa	sing?			✓ Yes	□No
	(4)	Why are they increasing/decreasing? See narrative.					
	(5)	Is CHP 113, Accid	ent and Injury Report, posted or rea	dily accessible?		✓ Yes	□ No
	(6)	Are employees kn	owledgeable about goals and achie	vements?	ts?		□No
	(7)	Are employees pro	oviding suggestions toward goal atta	inment?		✓ Yes	□No
2. P	ARTIC	RTICIPATION EVALUATED ACTION REQUIRED None			CORRECTED)	
a.	Com	Commander actively involved in program?			✓ Yes	□No	
	(1)	Commander active	e in injury/illness case management	?		✓ Yes	□No
	(2)	What is the comma	ander's attitude regarding occupatio	nal safety? See narrative			

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AREA MANAGEMENT EVALUATION OCCUPATIONAL SAFETY

	ivi (Rev. 5-06) OF1 009				
(3	Occupational safety issues discussed at staff meetings and traini	ng days?		✓ Yes	□No
(4	4) Are safety issues in the meeting minutes?			✓ Yes	□No
(5	5) Commander comments regarding safety issues in performance e	evaluations?		✓ Yes	□No
(6	Does the commander ensure use of appropriate safety equipmer	nt?		✓ Yes	□No
b. A	re managers/supervisors actively involved in the program?			✓ Yes	□No
(1	Are managers/supervisors involved in case management?			✓ Yes	□No
(2	Do they have the appropriate attitude?			✓ Yes	☐ No
(3	Are managers monitoring supervisors' progress and efforts to atta	ain goals?		✓ Yes	☐ No
(4	Are supervisors monitoring employees' efforts?	10.0		✓ Yes	□No
(5	Do managers comment on safety issues in performance evaluation	ons?		✓ Yes	☐ No
(6	Do supervisors comment on safety issues in performance evalua	tions?		✓ Yes	□No
(7	Do managers/supervisors ensure the use of proper safety equipn	nent?		√ Yes	□No
c. A	re employees actively involved in the Occupational Safety Program?	>		✓ Yes	□ No
(1) Are employees involved in their case management?			✓ Yes	□ No
(2	Are employees knowledgeable about safety goals?			✓ Yes	□ No
(3	Are they aware of the command's achievements?			√ Yes	□ No
(4	(4) Are employees practicing safety while performing their duties?			✓ Yes	□ No
(5	(5) Are employees reporting unsafe conditions and/or work practices?			✓ Yes	□ No
(6	Do employees work cooperatively to minimize hazards?				□ No
(7) Do employees offer suggestions to improve occupational safety?			✓ Yes	□ No
(8) Is employee equipment properly used and maintained?			✓ Yes	□ No
ACCI	DENT AND IN HIDV TRENDS	UATED 08/09	None None	CORRECTE	0
a. Co	ommander's method of identifying trends? See narrative.				
		4			
(1)) Are accidents and injuries being monitored to identify trends?			✓ Yes	□No
(2)) Is the Occupational Safety Committee reviewing CHP 113, Accide Log of Occupational Injuries and Illnesses, entries, prior meeting i		oort, OSHA 300,	✓ Yes	□No
(3)) Are personnel in the command aware of current and potential trea	nds?		✓ Yes	□No
b. W	hat corrective action has the command taken when a trend has bee	n identified? Sec	narrative.		

AREA MANAGEMENT EVALUATION **OCCUPATIONAL SAFETY**

(1) Are commanders, managers, and supervisors actively implementing corrective actions?				✓ Yes	☐ No
(COMMAND OCCUPATIONAL SAFETY COMMITTEE (COSC)	01/08/09	Yes	CORRECTED	
8	a. What is the composition of the COSC? See narrative.				
_					
	(1) Is there representation from each collective bargaining ur	nit?		✓ Yes	□No
	(2) Management and supervisory representation?			✓ Yes	□No
-	(3) Command Safety Coordinator assigned?			✓ Yes	□No
	(4) Command Safety Coordinator active and effective?			✓ Yes	□No
	(5) Are committee assignments rotated?			✓ Yes	□No
	(6) COSC meetings held quarterly?			✓ Yes	□No
	(7) Are meetings held more frequently when goals are not be	ing attained?		√ Yes	□No
	(8) Do all committee members attend the meetings?			✓ Yes	□No
b	. Are roles and responsibilities defined in accordance with IIPP	?		✓ Yes	□No
	(1) Do committee members understand their roles and respo	nsibilities?		✓ Yes	□No
-	(2) Is an agenda prepared prior to the meeting?			✓ Yes	□No
	(3) Are departmental and Division Occupational Safety meeti	ngs minutes readily a	available?	✓ Yes	□No
	(4) Are these minutes utilized for Area meetings?			✓ Yes	□No
	(5) Are assignments given during Area meetings?			✓ Yes	□No
С.	Minutes prepared for the COSC meeting?			✓ Yes	□ No
	(1) Recording secretary appointed?			✓ Yes	□No
	(2) Minutes posted on command's Occupational Safety Board	1?		✓ Yes	□No
-	(3) Are minutes included in IIPP file?			✓ Yes	□No
	(4) Minutes maintained current year, plus three?			✓ Yes	□No
	(5) Minutes forwarded through channels?			✓ Yes	□No
d.	Is the COSC effective?			✓ Yes	□No
	(1) Are COSC recommendations clear, concise and pertinent	to the command?		✓ Yes	□ No
	(2) COSC proactive to eliminate potential causes of accidents	s and injuries?		✓ Yes	□No
	(3) COSC disseminate current information and training regard	ding health and safet	y issues?	✓ Yes	□No
9.	Do all personnel receive current information regarding health a	and safety?		✓ Yes	□No
	Are outside agency safety programs utilized as a resource?			✓ Yes	□ No
١.	Does the command maintain an effective health and safety co	mmunications systen	n?	✓ Yes	□No

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- 11	1 433W (Nev. 3-00) OF 1 003				
	(1) Potential hazards reported on CHP 113B, Hazard Rep	oort/Inspection?		☐ Yes	☑ No
	(2) Are findings of the 113B, Hazard Report/Inspection, re	Are findings of the 113B, Hazard Report/Inspection, report disseminated according to policy?			☑ No
	(3) Do all members of the command participate in distribu	ition of safety and health i	nformation?	✓ Yes	□No
	(4) COSC minutes posted in a timely manner?			✓ Yes	□No
-	(5) Required posters prominently displayed?			✓ Yes	☐ No
	(6) COSC maintain the Command Occupational Safety Bu	ulletin Board?		✓ Yes	□No
	(7) Are responsibilities for the Occupational Safety Bulletin	n Board contents assigned	d to specific members?	✓ Yes	□No
5. [DOCUMENTATION	evaluated = 01/08/09	ACTION REQUIRED Yes	CORRECTED	5
а	a. STD 261s, Authorization to Use Privately Owned Vehicles filed in the employee's field folder?	on State Business, compl	eted annually and	✓ Yes	□No
b	 DMV INF 254, Government Agency Request for Driver Lice to request driver's license record check and filed in the em 		Information, utilized	✓ Yes	□No
С	c. OSHA 300, Log of Occupational Injury and Illnesses, utilize	ed?	1454	✓ Yes	□No
	(1) Are required injuries and illnesses logged?			✓ Yes	□No
	(2) Entries made within six working days of notification of	an employee injury or illne	ess?	✓ Yes	□No
	(3) Is lost-time and limited-duty documentation accurate?			✓ Yes	□No
	(4) Retention according to policy?			✓ Yes	□No
	(5) Readily accessible for review by Cal-OSHA?			√ Yes	□No
	(6) Previous calendar year log posted during February?			√ Yes	□No
d	d. Are CHP 113s, Accident and Injury Report, compiled accur	rately?		✓ Yes	□No
	(1) Commander review and sign?			✓ Yes	□No
	(2) CHP 113s and attachments processed in a timely man	nner?		✓ Yes	□No
— е	e. Does the command utilize the CHP 113A, Safety Inspection	n Checklist?		☐ Yes	✓ No
	(1) Are semiannual safety inspections conducted?			☐ Yes	☑ No
	(2) Are safety hazards identified?			☐ Yes	√ No
	(3) Is corrective action taken within 30 days?			☐ Yes	☑ No
	(4) CHP 113A, Safety Inspection Checklist, maintained with	th IIPP and retained acco	rding to policy?	☐ Yes	☑ No
f.	Are unsafe conditions identified and documented on CHP 1	13B, Hazard Report/Inspe	ection?	☐ Yes	☑ No
	(1) Measures taken to correct situation within 30 days?			☐ Yes	☑ No
	(2) Copy of CHP 113B, Hazard Report/Inspection, filed or	attached to IIPP?		☐ Yes	☑ No
g.	. Are the CHP 121 series thoroughly and accurately complet	ted?			□No
	(1) Supervisory comments in-depth, clear, and concise?			✓ Yes	□No
1020	(2) Commander signature on appropriate forms?			✓ Yes	□No

AREA MANAGEMENT EVALUATION **OCCUPATIONAL SAFETY**

HP	453W (Rev. 5-06) OPI 009				
A 175	(3) Routed within time frames?			✓ Yes	□No
h.	. Is CHP 208, Accident Prevention Report, thoroughly and acci	urately completed?		✓ Yes	□No
- A7	(1) Supervisor comments in-depth, clear, and concise?			✓ Yes	□No
-	(2) Commander review?			✓ Yes	□No
	(3) Commander signs appropriate form?			✓ Yes	□No
	(4) Properly routed within time limits?			✓ Yes	□No
ì.	Are injuries and accidents documented on CHP 442, Individua	l Accident, Injury and	Safety Recognition Record?	Yes	□No
	(1) Are CHP 442s, Individual Accident, Injury and Safety Red	cognition Record, cur	rent?	✓ Yes	□No
	(2) Safety recognition emblem summary current?		**II.	✓ Yes	□No
j.	Are CHP 712As, Injury and Illness Prevention Program Orienta	ation and Review, ke	ot current?	✓ Yes	□No
	(1) Is specific safety training documented on CHP 712, Empl	loyee Emergency Act	ion Plan Review?	✓ Yes	□No
	(2) Copies maintained with IIPP file?		568	☐ Yes	✓ No
6. IN	JURY AND ILLNESS PREVENTION PROGRAM	6VALUATED 01/08/09	ACTION REQUIRED Yes	CORRECTED	
a.	Command specific IIPP on file?			✓ Yes	□No
	(1) Is the program effective?	VV-1/190		✓ Yes	□No
	(2) Contains all required documents?			√ Yes	□No
	(3) Discussed with all employees?		1001	✓ Yes	□No
	(4) All employees understand their roles and responsibilities?	?		√ Yes	□No
	(5) Each employee completed CHP 712A, Injury and Illness	Prevention Program (Orientation and Review?	✓ Yes	□No
	(6) New employees review and complete CHP 712A, Injury a and Review?	and Illness Prevention	Program Orientation	✓ Yes	□No
	(7) Are unsafe hazards or conditions identified, investigated,	corrected, and docur	nented?	✓ Yes	□No
	(8) Is required documentation maintained according to policy	? /41		☐ Yes	✓ No
7. C	OMMUNICATION WITH DOSH	01/08/09	ACTION REQUIRED Yes	CORRECTED	3
а.	Employees aware of procedures regarding DOSH inspections			Yes	☑ No
b.	Command's documents readily available for review by DOSH	Compliance Officer?		☐ Yes	✓ No
8. HA	AZARDOUS SUBSTANCE PROGRAM	01/08/09	None	CORRECTED)
a.	Does command have a written Hazardous Substance Program	n for substances use	d within that command?	✓ Yes	□No
	(1) Are hazardous substances identified and properly labeled	1?		✓ Yes	□No
	(2) Warning signs posted?			✓ Yes	□No
	(3) Material Safety Data Sheets readily available?			✓ Yes	□No
	(4) Employees receive training?			✓ Yes	□No

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☑ Yes ☐ No
✓ Yes ☐ No
CORRECTED
☑ Yes ☐ No
☑ Yes ☐ No
☑ Yes ☐ No
✓ Yes ☐ No